

Place of Assignment :	Office of the Assistant General Manager
Position Title :	Private Secretary C
Plantilla Item No. :	138
Salary/Job/Pay Grade :	11
Monthly Salary :	Php 27,000.00
Eligibility :	None required
Education :	Completion of two years studies in college
Training :	None required
Work Experience :	None required

Competency :**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 24, 2023.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and
5. Photocopy of Diploma

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. MELINDA ELAINE V. BARCIMO
OIC General Manager
Metro Cotabato Water District

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : June 14, 2023

Closing Date : June 24, 2023