

Place of Assignment :	Office of the General Manager
Position Title :	Private Secretary B
Plantilla Item No. :	5
Salary/Job/Pay Grade :	15
Monthly Salary :	Php 36,619.00
Eligibility :	None Required
Education :	Completion of two(2) 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 April 25, 2024.

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.

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

mcwd_hrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : April 15, 2024

Closing Date : April 25, 2024