



NOTICE OF JOB VACANCY

Position Title: **ADMINISTRATIVE AIDE VI (FAD Clerk)**

Salary: **15,524**

Place of Assignment: **PSHS-Central Mindanao Campus, Nangka, Balo-I,
Lanao del Norte**

Minimum Qualifications:

- Completion of Two (2) years studies in college or High School Graduate with relevant vocational/trade course
- Four (4) hours of relevant training
- One (1) year of relevant experience
- Relevant MC 11 s. 1996; CS Sub-Professional or 1st level eligibility

Qualified applicants should submit their:

1. Application Letter;
2. Comprehensive Resume (use/fill out the CSC Form 212, Revised 2017 that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate);
3. Copy of Official Transcript of Records;
4. Authenticated Certificate of Eligibility or Board Results;
5. Certificates of training and previous employment **not later than September 14, 2020**, personally, via e-mail or through postal service. **Please send your application to the address below.**

FRANKLIN L. SALISID

Director III

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