

<b>Place of Assignment :</b>	LGU ALUBIJID Municipal Treasurer's Office
<b>Position Title :</b>	Municipal Treasurer I
<b>Plantilla Item No. :</b>	1
<b>Salary/Job/Pay Grade :</b>	24
<b>Monthly Salary :</b>	Php 54,974.00
<b>Eligibility :</b>	First grade or its equivalent
<b>Education :</b>	Bachelor's degree preferably in Commerce, Public Administration or Law
<b>Training :</b>	None Required
<b>Work Experience :</b>	3 years experience in treasury or accounting office
<b>Competency :</b>	N/A

**Instruction/Remarks :**

The Local Government Unit of Alubijid encourages all interested and qualified applicants including persons with disability (PWD), and member of the indigenous communities irrespective of sexual orientation and gender identities. 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 28, 2020.

**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](http://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:

EMMANUEL L JAMIS, DVM  
**Municipal Mayor**  
LGU Alubijid, Misamis Oriental  
[lgu\\_alubijidmisor@yahoo.com](mailto:lgu_alubijidmisor@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** June 11, 2020

**Closing Date :** June 28, 2020

<b>Place of Assignment :</b>	LGU Alubijid Municipal Assessor's Office
<b>Position Title :</b>	Administrative Assistant II (Clerk IV)
<b>Plantilla Item No. :</b>	5
<b>Salary/Job/Pay Grade :</b>	8
<b>Monthly Salary :</b>	Php 12,212.00
<b>Eligibility :</b>	Career Service (Sub-professional) / First Level Eligibility
<b>Education :</b>	Completion of two-year studies in college
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	N/A

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<b>Posting Date :</b>	June 11, 2020
<b>Closing Date :</b>	June 28, 2020

<b>Place of Assignment :</b>	LGU ALUBIJID Accounting & Internal Audit Services
<b>Position Title :</b>	Administrative Assistant II (Clerk IV)
<b>Plantilla Item No. :</b>	4
<b>Salary/Job/Pay Grade :</b>	8
<b>Monthly Salary :</b>	Php 12,212.00
<b>Eligibility :</b>	Career Service (Sub-professional) / First Level Eligibility
<b>Education :</b>	Completion of two-year studies in college
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	N/A

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