

<b>Place of Assignment :</b>	Caraga Office of the Regional Director
<b>Position Title :</b>	ADMINISTRATIVE AIDE IV (Accounting Clerk 1)
<b>Plantilla Item No. :</b>	BFARB-ADA4-11-2016
<b>Salary/Job/Pay Grade :</b>	4
<b>Monthly Salary :</b>	Php 15,586.00
<b>Eligibility :</b>	CS Sub-Professional (First Level Eligibility)
<b>Education :</b>	Completion of two (2) years studies in college
<b>Training :</b>	None required
<b>Work Experience :</b>	None required
<b>Competency :</b>	

**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 January 25, 2024.

**Documents:**

1. Fully accomplished Personal Data Sheet (PDS), and work experience sheet 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:

OMNIA B. OLAMA

**Regional Director**

Peñaranda St, Brgy. Taft, Surigao City  
jobhiring.bfarregion13@gmail.com

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

**Posting Date :** January 15, 2024

**Closing Date :** January 25, 2024