

Place of Assignment :	Finance Office,USTP System
Position Title :	Administrative Officer V (Finance Officer D)
Plantilla Item No. :	MPSCB-ADOF5-5-2004
Salary/Job/Pay Grade :	18
Monthly Salary :	Php 42,159.00
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's degree relevant to the job
Training :	8 hours of relevant training
Work Experience :	2 years of relevant experience
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 October 5, 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;
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:

DR. AMBROSIO B. CULTURA II

President, USTP System

CM Recto Ave., Lapasan, Cagayan de Oro City.

recruitment.hrmo@ustp.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : September 11, 2020

Closing Date : October 05, 2020