



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)

NOTICE OF VACANT POSITION
LOCAL GOVERNMENT SUPPORT FUND ASSISTANCE TO DISADVANTAGED MUNICIPALITIES (LGSF-ADM)
FEBRUARY 6, 2018

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT – REGION XIII (CARAGA), Butuan City** announces the following vacant position:

Position	No. of Person's Needed	Salary Grade (Monthly)	Status of Employment	Qualification Standards		
				Education	Experience	Training Requirements
FINANCIAL ADMIN. ASSISTANT / Procurement Officer	• ONE (1)	• Php17,000.00	• Contract of Service	• Bachelor's Degree relevant to the job	• 1 year relevant experience	• 4 hours relevant training

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than **March 5, 2018**.

1. Fully accomplished Updated Personal Data Sheet **New CS Form 212 Rev. 2017** with **recent passport size** picture
2. Photocopy of Transcript of Records (TOR)
3. NBI Clearance & Police Clearance
4. Medical Certificate
5. Drug Test

Send to:

LILIBETH A. FAMACION, CESO III

Regional Director
DILG Region XIII (Caraga)
Km. 4, Libertad, Butuan City

Prepared:


MARIE JOY S. LUENGAS
AO V / HRMO III

Certified Correct:


DONALD A. SERONAY
OIC- Asst. Regional Director /
Chairman, RPSB

Approved:


LILIBETH A. FAMACIÓN, CESO III
Regional Director