

<b>Place of Assignment :</b>	Regional Office
<b>Position Title :</b>	ADMINISTRATIVE AIDE IV (Clerk II)
<b>Plantilla Item No. :</b>	BFARB-ADA4-23-2004
<b>Salary/Job/Pay Grade :</b>	4
<b>Monthly Salary :</b>	Php 15,586.00
<b>Eligibility :</b>	Career Service (Sub-Professional) 1st Level Eligibility
<b>Education :</b>	Completion of two 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 May 25, 2024.

**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
4. Photocopy of Transcript of Records; and

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

ANGEL B. ENCARNACION, DMSc, CESO V

**Regional Director**

BFAR RO 02, Carig, Tuguegarao City, Cagayan

[bfar\\_r02@bfar.da.gov.ph](mailto:bfar_r02@bfar.da.gov.ph)

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

**Posting Date :** May 15, 2024

**Closing Date :** May 25, 2024