

| | |
|-------------------------------|---|
| Place of Assignment : | Administrative, Commercial and Finance Division |
| Position Title : | Utilities Services Assistant E |
| Plantilla Item No. : | 13 |
| Salary/Job/Pay Grade : | 4 |
| Monthly Salary : | Php 16,833.00 |
| Eligibility : | Career Service (Subprofessional) |
| Education : | Completion of two years studies in college |
| Training : | None required |
| Work Experience : | None required |
| Competency : | N/A |

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the

following documents to the application letter and send these to the address below not later than November 24, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous

communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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

Marietta P. Salazar

General Manager C

10 Dimaranan St. Poblacion I Mendez, Cavite

(046)8611461/mendez_hrdept@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : November 14, 2025

Closing Date : November 24, 2025