

Place of Assignment :	Office of the Economic Enterprise Development and Management
Position Title :	Administrative Assistant II (Clerk IV)
Plantilla Item No. :	03-03-011-086
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 16,086.00
Eligibility :	Career Service Sub-professional/ First Level Eligibility
Education :	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
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 February 18, 2026.

Documents:

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:

MARK JEWERY G. LOZANO

Municipal Mayor

New Municipal Bldg, Real St. Barangay Poblacion III, Santa Magdalena, Sorsogon
MGO SANTA MAGDALENA, SORSOGON

09055167053, hrmo.lgustamagdalen@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 02, 2026

Closing Date : February 18, 2026