



Land of Beauty and Bounty

# NOW HIRING

## ADMINISTRATIVE OFFICER (for

### Qualifications:

- Graduate of Public Administration or related courses
- with at least 1 year experience on managerial work preferably hospital administration
- Civil Service (Professional) Eligibility
- Computer literate (MS Office)
- There shall be NO discrimination in the selection of employees on account of Age, Sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

### Documentary Requirements:

- *Personal Data Sheet (PDS)*
- *Application Letter*
- *Resume*
- *Transcript of Records (TOR)-photocopy*
- *Certificate of Eligibility-photocopy*

Interested applicants may submit your documents @ HR Office, 2F Capitol Bldg., Pigcarangan, Tubod, Lanao del Norte. For more information please call/text 09368573346 look for Jovin, or email @ [nhrmdelnde@gmail.com](mailto:nhrmdelnde@gmail.com)