



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



TO : ALL EMPLOYEES
FROM : THE PRESIDENT
DATE : 22 APRIL 2022
REFERENCE : HR – 2022 – 84
SUBJECT : VACANT POSITIONS AS OF 22 APRIL 2022

Please be informed of the vacant plantilla positions below and their corresponding qualification requirements:

| ITEM NO. | SG | POSITION | DIV./DEPT. | EDUCATION | EXPERIENCE | TRAINING |
|----------|----|--------------------|------------------------------------|--|--|--|
| 42 | 22 | Division Chief III | Mega Manila II Regional Operations | Master's degree OR Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 60 hours of supervisory/management learning and development intervention |
| 204 | 10 | Bookkeeper II | Corporate Accounting Department | Bachelor's degree relevant to the job | 1 year of relevant work experience | 4 hours of relevant training |

If interested, kindly submit an **application letter with updated resume, Transcript of Records, and training certificates** which will aid HRDD in the evaluation of your application. Deadline for submission of application is five working days from date of posting.

For further queries, you may contact HRDD at (0917) 561 7280 / (0956) 099 9912 or recruitment.shfchr@gmail.com.

ATTY. ARNOLFO RICARDO B. CABLING
President