



CAMARINES NORTE ELECTRIC COOPERATIVE, INC.

J.P. Rizal Street, Brgy. 1, Daet, Camarines Norte, Philippines

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CRN: 44 100 23 93 0028

NOTICE OF VACANCY

27 March 2024

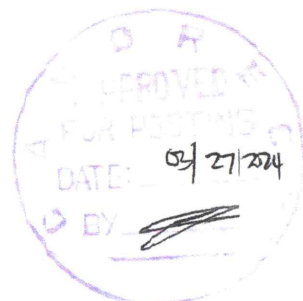
The management hereby announces below plantilla position vacant subject for filling up in accordance with the Coop's existing policy. Take note of the annotations as stated below.

Plantilla Position	Item Code	Rank/ Salary-Entry- Level	No. of Vacancy	Department/ Office	Qualification Standard
Records Assistant	MO.AL.53.02	09 / P27,570.00	1	Institutional Services Department (ISD)	- College graduate of any four (4) year course. - One (1) year experience in related works. - Computer literate - Ability to type/encode and produce neat and well balanced typewritten work. - Ability to write legibly and neatly.
Brief Description of the Post's General Function	Responsible for the neat and proper maintenance of the registration book and member-consumer records.				

Annotations:

- Submit an **APPLICATION LETTER** addressed to the General Manager stating the complete Plantilla Position and Item Code vying for **TOGETHER WITH** an authenticated copy of corresponding support documents (i.e. **Transcript of Records (TOR), Diploma, Certificates for related vocational course, Valid License's including driver's license, Certificate/s of Employment, Good Moral Character, Certificates for related training/seminar, etc.**) through the ISD-Human Resources & Administration Division on or before **09 April 2024**.
- The applicant must **not** be related to any incumbent regular employees, Board of Directors, or General Manager within the third (3rd) civil degree either by consanguinity or affinity.
- Priority shall be given to applicants from the regular working force, however, should no one qualifies from within, the external applicants shall be considered.
- The pre-employment test for external applicant/s to be facilitated by the ISD-Human Resources & Administration Division is set on **18 April 2024** at CANORECO Main Office. The applicant shall be notified accordingly through their duly registered contact numbers.

ZANDRO R. GESTIADA
General Manager



cc: BOD; DOLE Provincial Office; Labor Unions; B.B; ISD/HR&AD/PSH; www.canoreco.com.ph; File