



CAMARINES NORTE ELECTRIC COOPERATIVE, INC.

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

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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
Stock Assistant	MO.AL.55.01	09 / P27,570.00	1	Finance Services Department (FSD)	- Graduate of any four (4) year business course with at least 30 units in accounting - One (1) year experience in related works - Ability to operate business machines - Ability to work accurately with figures
Brief Description of the Pscst's General Function	Responsible for: maintaining accurate records of the quantity and cost of materials on hand by individual item in stock; maintaining material records as required by NEA's work order procedure; and developing a system for maintaining an adequate supply of materials.				

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 Union; B.B; ISD/HR&AD/PSH; www.canoreco.comph; File