

CAMARINES NORTE ELECTRIC COOPERATIVE, INC.
Jose P Rizal Street, Barangay I, Daet, Camarines Norte

NOTICE OF VACANCY

21 January 2019

The management hereby announces below plantilla position vacant subject for filling up in accordance with the Coop's existing policy. All interested applicants are enjoined to **take note of the annotations as stated herein.**

Plantilla Position	Item Code	Rank / Salary-Entry-Level	No. of Vacancy	Department / Office	Qualification Standard
Stock Assistant	MO.AL.55.01	9 / P13,957.00	1	Finance Services Department (FSD)	<ul style="list-style-type: none">• College graduate of any business course.• With at least one (1) year experience in related works.• Adaptive of CANORECO's corporate culture.
Brief Description of the Post's General Function	Responsible for: maintaining accurate records as to 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:

- a. 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 **February 7, 2019.**
- b. 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.
- c. Priority shall be given to applicants from the regular working force, however, should no one qualifies from within, the external applicants shall be considered.
- d. An IQ Test for external applicant/s to be facilitated by the ISD-Human Resources & Administration Division is set on **February 15, 2019** at CANORECO Main Office. The applicant shall be notified accordingly through their duly registered contact numbers.

ZANDRO R. GESTIADA
General Manager