

**Position Title** : Carpenter Foreman  
**Place of Assignment** : General Services Division  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

### Qualifications

**Education** : High School Graduate or Completion of relevant vocational/trade course  
**Experience** : One (1) year relevant experience  
**Training** : Four (4) hours of relevant training  
**Eligibility** : Carpenter (MC 11, s. 96- Cat I)

### Job Description:

1. Roof repair of the powerhouse;
2. Improvement of working area/construction supplies and materials storage room located beside the Annex building;
3. Other emergency repairs relative to carpentry and masonry works; and,
4. Perform other related functions.

### Salary

Equivalent to Salary Grade 8 or Php21,448.00/month

### Mode of Employment

Job Order Worker

*Interested and qualified applicants must submit their Letter of Intent together with the following documents:*

- Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **07 March 2025** to:

### **KHRISTINE S. LABAO**

Administrative Officer V (HRMO III)  
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