

**Northern Luzon Federation of Cooperatives and
Development Center (NORLU CEDEC)**

Email Address: norlucedecfederationofcoops@yahoo.com

URGENTLY NEEDS:

1. TRAINING CENTER ADMINISTRATOR

- Graduate of Hotel Restaurant Management Course;
- A self-motivated team player who can work independently;
- With experience in Hotel/ Inns/Pension House related work;
- Computer literate;
- Willing to work under pressure; and
- Able to meet work deadlines.

2. ACCOUNT OFFICER

- Information Technology graduate;
- Willing to work under pressure;
- With basic knowledge in business statistics;
- With basic knowledge in accounting; and
- Able to meet work deadlines.

3. TRAINING STAFF

- Graduate of any four (4) year course
- With good verbal and written communication skills
- Willing to be assigned for on-site training;
- Willing to work under pressure;
- With facilitation skills;
- Computer literate

Requirements:

- 1) Application letter;
- 2) Comprehensive Resume with 2 x 2 ID Picture;
- 3) Photo copy of Official Transcript of Records.

Pls. submit application letter, resume and OTR to:

RAFAEL C. GAYASO

Chief Executive Officer

Northern Luzon Federation of Cooperatives and
Development Center (NORLU CEDEC)

108 Buhagan Road, Cresencia Village, Baguio City