

Place of Assignment :	Administrative and Finance Division / General Services Section
Position Title :	Administrative Aide IV (Clerk II)
Plantilla Item No. :	OSEC-DAB-ADA4-180-2004
Salary/Job/Pay Grade :	4
Monthly Salary :	Php 14,993.00
Eligibility :	Career Service (Subprofessional) / First Level Eligibility
Education :	Completion of 2 years studies in college
Training :	None required
Work Experience :	None required

Competency :**Instructions/Remarks :**

This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 24, 2022.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

THALEYA AURENE G. ROQUE

Administrative Officer V

F. Bangoy Street, Davao City

da1hrmsapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 12, 2022

Closing Date : May 24, 2022