

Place of Assignment :	OCP Oroquieta City
Position Title :	Administrative Assistant V (Stenographic Reporter III)
Plantilla Item No. :	ADAS5-522-2017 (newly-created)
Salary/Job/Pay Grade :	11
Monthly Salary :	Php 25,439.00
Eligibility :	Career Service (Sub-Professional)/ First Level Eligibility
Education :	Completion of two (2) years studies in college
Training :	8 hours relevant training
Work Experience :	2 years of relevant experience
Competency :	N/A

Instructions/Remarks :

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 August 5, 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.
5. Photocopy of NBI Clearance

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

Administrative Officer V (HRMO III)

Regional Prosecution Office, Region X Fabe Bldg. Regatta Square, Pueblo de Oro Township, Upper Carmen, Cagayan de Oro City
orp10.applications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : July 22, 2022

Closing Date : August 05, 2022