

<b>Place of Assignment :</b>	OPP Lanao del Norte
<b>Position Title :</b>	Administrative Assistant II (Clerk IV)
<b>Plantilla Item No. :</b>	ADAS2-222-2018 (newly-created)
<b>Salary/Job/Pay Grade :</b>	8
<b>Monthly Salary :</b>	Php 18,998.00
<b>Eligibility :</b>	Career Service (Sub-Professional) First Level Eligibility
<b>Education :</b>	Completion of two (2) years studies in college
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	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](http://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

**CSC Job Portal**

DEPARTMENT OF JUSTICE | Region X

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**Closing Date :** August 05, 2022