

Place of Assignment :	Cagayan de Oro City
Position Title :	Administrative Assistant III (Senior Bookkeeper)
Plantilla Item No. :	ODGB-ADAS3-25-2004
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 20,402.00
Eligibility :	CS Sub-Professional / 1st Level Eligibility
Education :	Completion of two (2)-year studies in college
Training :	Four (4) hours of relevant training
Work Experience :	One (1) year of relevant experience
Competency :	ORGANIZATIONAL: Socio-Economic Development Planning Advocacy, Delivering Excellent Results, Collaborating and Promoting Inclusion, Engaging Stakeholders, Sharing Knowledge and Information, Agility and Resilience, Strategic and Systems Thinking, Solving Problems to Achieve Results. FUNCTIONAL: Business Writing, Computer Skills, Managing Data and Information, Meeting and Support Administration, Records Management, Processing of Claims, Bookkeeping, Liaison Services

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) and Work Experience Sheet (Attachment to 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 authenticated certificate of eligibility/rating/license; and
4. Photocopy of authenticated Transcript of Records.

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

MYLAH FAYE AURORA B. CARIÑO, CESO III

Regional Director, NEDA-X

Capistrano-Echem Sts., Cagayan de Oro City

nro10.recruitment@neda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : July 22, 2022

Closing Date : August 05, 2022