

<b>Place of Assignment :</b>	DFA-CO Lucena, Lucena City
<b>Position Title :</b>	Administrative Officer I
<b>Plantilla Item No. :</b>	OSEC-DFAB-ADOF1-105-2018
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	Php 22,190.00
<b>Eligibility :</b>	Career Service Professional/Second Level Eligibility
<b>Education :</b>	Bachelor's degree relevant to the job
<b>Training :</b>	None required
<b>Work Experience :</b>	None required
<b>Competency :</b>	

**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 11, 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.

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

ANNE KRISTINE D. SALVADOR

**Acting Director for Recruitment, Selection and Placement Division**

Human Resources Management Office  
2330 Roxas Boulevard, Pasay City 1300  
[hrmo.recruitment@dfa.gov.ph](mailto:hrmo.recruitment@dfa.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** August 01, 2022

**Closing Date :** August 11, 2022