

Place of Assignment :	DFA-Office of Migrant Workers? Affairs
Position Title :	Senior Administrative Assistant III
Plantilla Item No. :	OSEC-DFAB-SADAS3-3-2004
Salary/Job/Pay Grade :	15
Monthly Salary :	Php 35,097.00
Eligibility :	Relevant MC 11 s. 1996 Career Service Sub-Professional/First Level Eligibility
Education :	Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course
Training :	Sixteen (16) hours of relevant training
Work Experience :	Three (3) years of relevant experience
Competency :	

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 01, 2022

Closing Date : August 11, 2022