

Place of Assignment :	Tacloban District Office, Tacloban City, Leyte
Position Title :	Administrative Aide IV (Clerk II)
Plantilla Item No. :	OSEC-DOTrB-ADA4-476-2017
Salary/Job/Pay Grade :	4
Monthly Salary :	Php 14,993.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two years studies in college
Training :	None required
Work Experience :	None required
Competency :	1. Computer Literate 2. Must have a strong written and oral communication skills 3. Ability to adapt to and working with a variety of situations, individuals and groups. Open to different and new ways of doing things, willingness to modify one's preferred way of doing things. 4. Ability to get along and interacts with co-workers and others; understands and relates to others. 5. Ability to promote cooperation and commitment within a team to achieve goals and deliverables.

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 19, 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. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

MARIBEL E. BANDOLON

CHIEF ADMINISTRATIVE OFFICER

Government Center, Candahug, Palo, Leyte

lto8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 03, 2022

Closing Date : August 19, 2022