

<b>Place of Assignment :</b>	ASU - Makato Campus
<b>Position Title :</b>	Administrative Officer I (Records Officer I)
<b>Plantilla Item No. :</b>	ASUB-ADOF1-8-2023
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	Php 23,176.00
<b>Eligibility :</b>	Career Service (Professional) Second Level Eligibility
<b>Education :</b>	Bachelor's degree
<b>Training :</b>	None required
<b>Work Experience :</b>	None required
<b>Competency :</b>	? Exemplify knowledge on relevant laws, policies, guidelines, rules, and regulation pertaining to government administration. ? Records Management (National Archives if the Philippines issuance, and ISO 9001:2015 Standards, etc.) ? Ability to apply and adapt records management standards related to the cycle of records in the college which are conducted to archive adequate and proper documentation of the government policies transaction and effective management of the college operations. ? Ability to provide administrative support in the planning, formulating and implementing a record management and archival administrative program for the efficient creation, utilization, maintenance, retention, storage, preservation, conservation and disposal of public records including the adoption of security measures and vital records protection program for the agency. ? Ability to provide administrative support for knowledge management activities which includes coordination with other units within the organization for capturing knowledge of employees that should be shared and retained within the organization. ? Attention to details. ? Proficient in written and verbal communication.

**Instructions/Remarks :**

This Office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation & gender identities (SOGI). Applicants should signify interest in writing. Attach the following documents to the application letter and **HAND IN OR SEND THROUGH A COURIER TO THE ADDRESS BELOW NOT LATER THAN October 16, 2023**. Applicants with complete requirements and who meet the minimum qualifications standards will undergo a competency-based assessment process.

**Documents:**

1. Letter of intent addressed to the SUC President, Dr. Emily M. Arangote;
2. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Photocopy of certificate of trainings attended; and
7. Photocopy of Service Record/Certificate of Employment (COE), if employed/previously employed.

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

Ms. Salvacion R. Villasis

**Administrative Officer V (HRMO III)**

ASU, Banga, Aklan

[hrmo.banga@asu.edu.ph](mailto:hrmo.banga@asu.edu.ph)

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

**Posting Date :** September 19, 2023

**Closing Date :** October 16, 2023