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| Place of Assignment : | ASU - Makato Campus |
| Position Title : | Administrative Aide IV (Clerk II) |
| Plantilla Item No. : | ASUB-ADA4-17-2023 |
| Salary/Job/Pay Grade : | 4 |
| Monthly Salary : | Php 15,586.00 |
| Eligibility : | Career Service (Subprofessional) First Level Eligibility |
| Education : | Completion of two years studies in college |
| Training : | None required |
| Work Experience : | None required |
| Competency : | ? Demonstrates expertise, knowledge and proficiency in the different ICT applications. ? Excellent interpersonal, verbal and written communication skills. ? Adheres to professional work ethics. |

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : September 19, 2023

Closing Date : October 16, 2023