

<b>Place of Assignment :</b>	CSC NCR
<b>Position Title :</b>	Administrative Assistant III (Clerk IV)
<b>Plantilla Item No. :</b>	ADAS3-29-2005
<b>Salary/Job/Pay Grade :</b>	9
<b>Monthly Salary :</b>	Php 20,402.00
<b>Eligibility :</b>	Career Service Subprofessional/ First Level Eligibility
<b>Education :</b>	Completion of two-year studies in college
<b>Training :</b>	16 hours training in records maintenance, basic computer operations or other related training
<b>Work Experience :</b>	1 year demonstrated ability in secretarial tasks, basic computer operations, preservation and updating of records
<b>Competency :</b>	<ul style="list-style-type: none"><li>• <b>Exemplifying Integrity Basic:</b> Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules.</li><li>• <b>Delivering Services Excellence Basic:</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers</li><li>• <b>Solving Problems and Making Decisions Basic:</b> Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.</li><li>• <b>Demonstrating Personal Effectiveness Basic:</b> Responds effectively to guidelines and feedback on one's performance, wellbeing, and learning discipline.</li><li>• <b>Speaking Effectively Basic:</b> Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials</li><li>• <b>Writing Effectively Basic:</b> Refers to and/or uses existing communication materials or templates to produce own written work.</li><li>• <b>Championing and Applying Innovation Basic:</b> Demonstrates an awareness of basic principles of innovation.</li><li>• <b>Planning and Delivering Basic:</b> Designs and implements plans focused on one's functional group</li></ul>

or area of focus and involving team members from the same group.

- **Managing Information Basic:** Collects, organizes, and maintains data.

**Instructions/Remarks :**

**Brief Description of the General Function of the Position:** Under general supervision, the position is responsible for the effective management of documents to facilitate data necessary to respond to follow-up, documentary requirements, queries from government agencies and general public as well as reportorial requirements prescribed by the office; performs clerical and secretarial work.

The CSC highly encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity to apply for the above vacant positions.

Interested and qualified applicants are advised to signify their interest through the CSC NCR Online Recruitment Form at <https://tinyurl.com/cscncradasiii2023> and upload the following documents not later than **January 23, 2023**:

**Documents:**

1. Application letter addressed to:

JUDITH A. DONGALLO-CHICANO  
Director IV  
Civil Service Commission National Capital Region  
25 Kaliraya St., Brgy Dona Josefa, Quezon City  
[roncr.od@csc.gov.ph](mailto:roncr.od@csc.gov.ph)

2. Fully accomplished updated and under-oath Personal Data Sheet (CS Form 212 Revised 2017) with recent passport-sized photo (3.5cm x 4.5cm) and required Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (<http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017>);

*Please convert the PDS to a single file pdf format before submission.*

3. Performance rating in the last rating period (if applicable);
4. Certificate of Eligibility/Rating/License;
5. Transcript of Records; and
6. Training certificates.

NOTE: Only those with complete requirements, with notarized PDS or signed by administering officer, and met ALL the required qualification standards will be considered.

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

**Posting Date :** January 10, 2023

**Closing Date :** January 23, 2023