

Place of Assignment :	DOLE RO5
Position Title :	Administrative Assistant II (Bookkeeper)
Plantilla Item No. :	OSEC-DOLEB-ADAS2-51-2004
Salary/Job/Pay Grade :	08
Monthly Salary :	Php 19,744.00
Eligibility :	Career Service (CS) Sub-Professional or 1st Level Eligibility
Education :	Completion of Two (2) years college studies
Training :	Four (4) hours relevant training
Work Experience :	One (1) year relevant experience
Competency :	Knowledge of DOLE's programs and services will be an advantage.

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 June 1, 2023.

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. Work Experience Sheet (CS Form No. 212 Attachment)
3. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records and Diploma;
6. Certificate of Employment, if any; and
7. Photocopy of Training Certificate/s, if any.

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

MA. ZENAIDA A. ANGARA-CAMPITA, CESO III

Regional Director

DOLE Bldg. Dona Aurora St., Old Albay, Legazpi City
ro5@dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 22, 2023

Closing Date : June 01, 2023