

Place of Assignment :	RO IV
Position Title :	Administrative Assistant III (Secretary II)
Plantilla Item No. :	AITECH-03
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 22,219.00
Eligibility :	Career Service Subprofessional/ First Level Eligibility
Education :	Completion of two years studies in college
Training :	Four (4) hours of relevant training
Work Experience :	One (1) year of relevant experience
Competency :	n/a

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 September 27, 2024.

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.

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

HON. CASIMIRO A. YNARES III thru: DULCE AMOR L. BARCENA

City Mayor/City Government Department Head I

CGO ANTIPOLO

ML. Quezon St. cor. Carigma St. Brgy. San Roque, Antipolo City, Rizal

hrmo.applications2@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : September 12, 2024

Closing Date : September 27, 2024