

Place of Assignment :	OCP-Dumaguete City
Position Title :	Sr. Administrative Assistant I (Stenographic Reporter IV)
Plantilla Item No. :	SADAS1-301-05
Salary/Job/Pay Grade :	13
Monthly Salary :	Php 29,798.00
Eligibility :	CS Sub-Professional or 1st Level Eligibility
Education :	Completion of two (2) years in College
Training :	Sixteen (16) hours relevant training
Work Experience :	Three (3) years relevant experience
Competency :	N/A

Instructions/Remarks :

Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 15, 2022.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Other relevant documents (Certificate of Trainings/Seminars/Commendation/Recognition, Certificate of Employment)

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

AO V JASMINE O. MIRO

Office of the Regional Prosecutor

4th Floor, DOJ-Cebu Building, M. Velez Street, Guadalupe, Cebu City

doj_orsp7@yahoo.com / hrmpsborp7@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 04, 2022

Closing Date : August 15, 2022