

Place of Assignment :**Position Title :** Administrative Officer III**Plantilla Item No. :** PMSB-ADOF3-1-2016**Salary/Job/Pay Grade :** 14**Monthly Salary :** Php 32,321.00**Eligibility :** Career Service (Professional); Second Level Eligibility**Education :** Bachelor's Degree relevant to the job**Training :** 4 hours of relevant training**Work Experience :** 1 year of relevant experience**Competency :** N/A**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing and attach the following documents to the application letter to the PMS Secretary (indicate position/s applied for):

Documents:

1. Two (2) copies of fully accomplished and recently updated Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017), thumbmark, date and signature on every page, and Work Experience Sheet, which can be downloaded at www.csc.gov.ph;
2. Application Form downloadable at pms.gov.ph/index.php/careers (one form per position applied for);
3. Performance rating (July to December 2021), if applicable, signed by the office head/supervisor/HR official (for external) and by the unit head (for PMS applicants) ;
Government personnel should have obtained at least a Very Satisfactory performance rating.
4. Authenticated certificate of eligibility/rating/professional license;
5. Certified true copy of Transcript of Records;
6. Certified true copy of Diploma;
7. Certificates of relevant training (as applicable); and
8. Actual duties and responsibilities in their latest position (if applicable), signed by their office head/superior/HR official
9. For applicants of SG 24 and above, certification from authorized personnel that the applicant is performing supervisory functions (include specific period and number of subordinates)

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

CLEMENCIA A. CABUGAYAN

Assistant Secretary for Institutional Support and concurrent Officer-In-Charge, Office of the Director,
SHRDS

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 11, 2022

Closing Date : August 21, 2022