

Place of Assignment :	NPS (Office of the City Prosecutor- Santiago City)
Position Title :	Administrative Assistant II(Administrative Assistant)
Plantilla Item No. :	ADAS2-215-05
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 18,998.00
Eligibility :	Career Service (Subprofessional) First Level Eligibility
Education :	Completion of two years studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	Not applicable

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 12, 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 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:

Human Resource Management Officer

#5 Dalan Na Angicacua, Regional Government Center , Carig Sur, Tuguegarao City, Cagayan
orp02@doj.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 31, 2022

Closing Date : September 12, 2022