



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 03 January 2017

### **ADMINISTRATIVE SERVICE**

#### **Requirements:**

1. Application letter addressed to Director Quismundo indicating the position applied for and the item number.

**Director CRISTINA O. QUISMUNDO**

Administrative Service

2<sup>nd</sup> Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable); and,
6. Certificate of seminars/trainings attended (if applicable).

**Note: Only qualified applicants with complete requirements will be processed.**

**Position Title** : **ADMINISTRATIVE OFFICER I (Supply Officer I)**  
Anticipated vacancy

**Item No/s.** : ADOF1-19-2004

**No. of Position/s** : 1

**Division** : Property Division

**Salary Grade** : 10 (P 17,730)

**Job Qualifications**

Education : Bachelor's degree

Experience : None required

Training : None required

Eligibility : CS Professional of Second Level eligibility

**Brief Description of the Position**

Under immediate supervision, takes charge of various supply and property procurement, maintenance, inventory and disposal activities of the agency, and does related work.

\*\*\*\*nothing follows\*\*\*\*