



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 20 October 2016

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

2nd 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 V (Supply Officer III)

Item No/s. : ADOF5-45-2004

No. of Position/s : 1

Division : Property Division

Salary Grade : 18 (P 33,452)

Job Qualifications

Education : Bachelor's degree

Experience : Two (2) years of relevant experience

Training : Eight (8) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions

Eligibility : CS Professional of Second Level eligibility

Brief Description of the Position

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

Position Title : ADMINISTRATIVE OFFICER I (Records Officer I)

Item No/s. : ADOF1-16-2004; ADOF1-20-2004

No. of Position/s : 2

Division : General Services 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 direction, keeps and maintains or records of all incoming and outgoing communications of the Department.

****nothing follows****