



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 09 February 2018

### **DOLE-NATIONAL CAPITAL REGION**

#### **Requirements:**

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 28 February 2018**:

1. Application letter addressed to:  
**HENRY JOHN S. JALBUENA**  
Regional Director  
DOLE-NCR  
967 DOLE-NCR Bldg. Maligaya St.  
Malate Manila
2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture, Work Experience Sheet and Resume  
**\*PDS and Work Experience Sheet can be downloaded to:**  
**<http://csc.gov.ph/2014/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>**
3. Copy of latest performance rating (for government employees);
4. Photocopy of the following:
  - Certificate of Eligibility (CSC / RA 1080 / PD 907)
  - Transcript of Records
  - Diploma
5. Certificate of Employment with actual duties and responsibilities; and,
6. Certificate of seminars/trainings attended (if applicable).

***\*Application with incomplete documentary requirements will not be acted upon.***

***\*\*Only shortlisted applicants will be notified.***

***\*\*\*You can also email at [dolencrrecruitment2018@gmail.com](mailto:dolencrrecruitment2018@gmail.com)***

|                          |   |   |
|--------------------------|---|---|
| <b>Position Title</b>    | : | <b>ADMINISTRATIVE ASSISTANT III</b>       |
| <b>Item No/s.</b>        | : | OSEC-DOLEB-ADAS3-62-2004 (vice Fresnoza)  |
| <b>No. of Position/s</b> | : | 1   |
| <b>Field Office</b>      | : | CAMANAVA Field Office                     |
| <b>Salary Grade</b>      | : | 9 (P 17,473.00 plus P 2,000.00 allowance) |

**Job Qualifications**

- Education : Completion of two (2) years studies in College
- Experience : One (1) year relevant experience
- Training : Four (4) hours relevant training conducted by the Civil Service Commission- Accredited Training Institutions
- Eligibility : CS Sub-Professional or First Level eligibility

**Brief Description of the Position**

Under general supervision, assists in the implementation of laws, policies, rules, guidelines, regulations and standards as focal person for specific program; drafts technical papers/reports, activity proposals/information materials and other literatures relative to the specific program/s handled; facilitates processing of application for permits, certificates and grants; examines and evaluates proposals, qualifications and documentary requirements relative to the application for permits, certificates and grants; facilitates release of grants (cash and/ kind) to identified beneficiaries; assists in conducting training programs / advocacy activities on the organization’s programs services; prepares memoranda, endorsement and other simple communications.

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