

Place of Assignment :	Within Region X
Position Title :	Administrative Assistant III (Stenographic-Reporter II)
Plantilla Item No. :	OSEC-DOLEB-ADAS3-113-2004
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 19,593.00
Eligibility :	Career Service Sub-Professional / First Level Eligibility
Education :	Completion of 2 years studies in college
Training :	Four (4) hours relevant training
Work Experience :	One (1) year relevant experience
Competency :	

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 October 25, 2021.

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:

ALBERT E. GUTIB

Regional Director

6/F Trinidad Bldg. Corrales St. Cagayan de Oro City
dole10recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : October 15, 2021

Closing Date : October 25, 2021