

## NOTICE OF VACANCY

As of April 26, 2019

**Position :** Administrative Assistant II  
**Salary :** SG 8/ Php 18,480.07  
**Program :** KC- PAMANA IPCDD  
**Area of Assignment :** Regional/ Field- Office/SLP RPM  
**Reports to :** RPC  
**Employment Status :** Cost of Service (May- December 2019)

### Qualifications Guide

#### A. Preferred Qualifications (Competency-based)

**Education :** Completion of two-year studies in college  
**Training :** At least 4 hours relevant training  
**Experience :** At least one year experience relevant to the job  
**Eligibility :** None required  
**Other Qualifications:** Computer literate with advance knowledge on MS applications; capability to work in fast-paced working environment, under pressure and multi-task: Positive attitude to work with minimum supervision.

### Job Summary and Output:

1. Provide administrative support to the day-to-day program operations;
2. Monitor incoming communications (e-mail, memos, proposals);
3. Establish and maintain organized and systematic filing and document tracking;
4. Transit and track incoming and outgoing communications and reports;
5. Do efficient financial and material resource: prepare purchase request on office supplies and equipment for the program;
6. Prepare minutes of the meeting/proceedings of every RPMO activities;
7. Perform other related task.

Qualified and interested may send their job application at **Records Section**, DSWD Field Office Caraga, Butuan City with the following documents on or before **May 03, 2019**;

1. Application Letter addressed to OIC Regional Director Mita Chuchi Gupana-Lim;
2. Updated Personal Data Sheet (PDS) CSC Form No. 212 revised 2017 with attached Work Experience Sheet which can be downloaded on the Civil Service Website;
3. Photocopy of Transcript of Records;
4. Individual Performance Contract Rating for the last semester (*if applicable*).

For online applications, you may send scanned copy of the aforementioned requirements at [hrppms.focrg@gmail.com](mailto:hrppms.focrg@gmail.com) with the subject **(APPLICATION FOR ADMINISTRATIVE ASSISTANT-II)**.

*Note: Applications submitted beyond the deadline and with incomplete documents shall not be entertained. Further, the agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability & others.*

For questions or qualifications, you may call at Tel no. 342-5619 local 114 and look for any HRPPMS Staff.

  
**BIRTHDAY JEAN R. QUINTO**

AO IV / HRPPMS Head

04/29/2019 