

NOTICE OF VACANCY

As of April 25, 2019

Protective Services Division – SOCIAL PENSION

Position : ADMINISTRATIVE ASSISTANT III
Salary : ₱ 19,744.49 (SG 9)
Number of Vacancy : 1
Location : Field Office Caraga – Social Pension
Reports to : Social Pension Focal

Qualification Guide

Education : Bachelors' degree relevant to the job
Training : At least 4 hours of relevant trainings
Experience : At least 1 year relevant experience
Eligibility : None required
Other qualification : Capability to work in fast-paced working environment, under pressure and multi-task; Positive attitude to work with minimum supervision; Computer literate; willing and fit to travel in far flung areas

Job Output:


1. Assist in the provision of technical/instructional services to Social Pension beneficiaries;
2. Prepare minutes of meeting/proceedings of every SPPMO activities;
3. Perform Customer Satisfaction Survey;
4. Prepare Project Procurement and Management Plan (PPMP);
5. Support the administrative functions of the unit by maintaining e-mails and databases and maintaining security of equipment, files and records;
6. Assist the conduct of pay-out to Social Pensioners;
7. Perform other related tasks.

Interested and qualified applicants may submit their job application at the Records Section with the following documents **on or before May 3, 2019**

1. Application letter addressed to OIC Regional Director Mita Chuchi Gupana-Lim
2. Updated Personal Data Sheet (PDS) with attached Work Experience Sheet (forms can be downloaded at Civil Service Commission website) *please write and specify all attended relevant trainings and work experiences*
3. Photocopy of Transcript of Records
4. Copy of Individual Performance Contract Rating (if applicable)

For online application, submit your application at hrrpms.focrg@gmail.com with the complete attachments as above-mentioned. Be reminded to write and indicate **APPLICATION FOR AA III (Social Pension) as the SUBJECT**

Note: APPLICATIONS SUBMITTED BEYOND THE DEADLINE AND WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. THE AGENCY VALUES DIVERSITY IN ITS WORKPLACE AND ENCOURAGE QUALIFIED APPLICANTS REGARDLESS OF AGE, SEX, SEXUAL ORIENTATION, ETHNICITY, POLITICAL AFFILIATION, RELIGION, DISABILITY & OTHERS.


BIRTHDAY JEAN R. QUINTO
AO IV / HRRPMS Head &
April 25, 2019