

## NOTICE OF VACANCY

(June 13, 2019)

### **PANTAWID PAMILYANG PILIPINO PROGRAM (CONTRACTUAL)**

Position : **ADMINISTRATIVE ASSISTANT II**  
No. of Available Position : **1**  
Salary Grade : SG 8 (Php 16,758.00)  
Location : POO Agusan del Sur  
Reports to : Pantawid RPC through the designated supervisor

#### **Qualifications Guide**

##### **A. CSC-Prescribed QS**

Education : Completion of two-years in college  
Training : 4 hours of training  
Experience : 1 year of relevant experience  
Eligibility : CS Sub-Prof (1<sup>st</sup> level eligibility)

##### **B. Preferred Qualifications (Competency-based)**

Education : Bachelor's degree relevant to the job  
Training : At least 4 hours of relevant training  
Experience : at least 1 year of relevant experience  
Eligibility : CS Sub-Prof (1st level eligibility)

#### **General Function:**

Under the supervision of the Provincial Link Officer, the Administrative Assistant II shall provide administrative and logistical support to the technical staff of the Pantawid Pamilyang Pilipino Program.

#### **Specific Functions:**

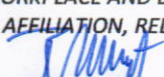
- Provide administrative and logistical support to the day to day program operations;
- Establish and maintain an organized and systematic filing and documents tracking system
- Transmit and track incoming and outgoing communications
- Draft and encode communications, contracts, vouchers, RIVs, proposals and TEVs
- Assist in coordinating the general services functions
- Perform other related tasks that may be assigned by the supervisor

Qualified applicants may submit their job application at the Records Section with the following documents on or before **June 21, 2019**:

1. Application letter addressed to OIC Regional Director Mita Chuchi Gupana-Lim
2. Personal Data Sheet with passport size ID picture (Civil Service Form No. 212, Revised 2017 with Work Experience sheet)
3. Transcript of Records
4. Certificate of relevant trainings and seminars attended
5. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment (*for insider only*)

For online application, submit your application at [hrrpms.focrg@gmail.com](mailto:hrrpms.focrg@gmail.com) with the complete attachments as above-mentioned. Be reminded and indicate **APPLICATION FOR AA II-PANTAWID** 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.

  
**TYREEN M. ADLAON**  
HRPPMS Alternate Head  
June 13, 2019