

NOTICE OF VACANCY

as of November 8, 2021

Position : **ADMINISTRATIVE ASSISTANT I**
Designation : **AA I**
Salary : **SG 7 (Php 15, 738. 00)**
Number of Vacancy : **1**
Area of Assignment : **Office of the Regional Director – RJJWC**
Status of Employment : **Cost of Service (November - December 2021)**

Preferred Qualifications (Competency-based):

Education : **Completion of two-year studies leading to a degree of preferably in Office/Public Administration, Management or related field**
Training : **4 Hours RELEVANT training using basic office productivity tools (E.g MS Word, Excel, Powerpoint)**
Experience : **6 Months to 1 year related experience in performing administrative, clerical work,**

Job Functions:

- Receives, records, releases and files vouchers, RIs/PR, Letters, Memoranda, and other Office documents and communications.
- Classifies and Sorts outgoing and incoming correspondence and endorses to immediate Supervisor
- Encodes simple routine documents such as transmittal letters, special orders, certificates
- Assist in the receipt and dissemination of documents to committee members/concerned official;
- Assist in handling coordinative and logistic requirements of RJJWC activities such as but not limited to:
 - a. Follow up on the administrative arrangements with the attendees of the activity;
 - b. Reservation of venue;
 - c. Request for food/catering services;
 - d. Request for supplies, equipment and vehicle for official trips;
 - e. Reproduction of advocacy kits and other materials;
 - f. Tracks payments process for the service providers;
- Performs administrative liaison functions and acts as messenger to concerned offices.
- Monitors stocks of supplies from paper clips to bond papers etc. and ensures upkeep of office equipment and properties.
- Performs other tasks as may be assigned/required by supervisors.

Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before November 16,2021.**


1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. Personal Data Sheet (PDF File with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with Work Experience sheet, which can be downloaded at www.csc.gov.ph);
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 (if applicable)

*******IMPORTANT REMINDERS*******

- a. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must not be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
- b. All communications pertaining to your application will be sent via e-mail.
- c. Be reminded to indicate **APPLICATION FOR Administrative Assistant I - RJJWC** as the e-mail subject.
- d. Request for extension of submission and application with incomplete documents will not be facilitated.

The agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability and others.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 342- 5619 local 114.


GENELYN P. MARTURILLAS
AO V/ HRPPMS Head
November 8, 2021