



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
SENIOR ADMINISTRATIVE ASSISTANT III SG 15 COTERMINOUS PCGG-DOJB-SADAS 3-9-2004	Monthly Salary P 36,619.00 PERA P 2,000.00 Additional Annual Midyear 1 month Salary Bonus Year-End 1 month Salary Bonus Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00	OFFICE OF THE COMMISSIONER	Education : Completion of two-year (2) studies in college Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : None Required
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Assists in clerical functions of the office.2. Drafts correspondence, and memos, as may be assigned from time to time. Keeps file of official communication and/or correspondence.3. Creates and manages written communication.4. Receive and route documents to the offices concerned.5. Answer queries and assists visitors of the Commission.		

NOTE: ONLY THOSE WHO POSSESS THE RELEVANT or CLOSELY RELATED WORK EXPERIENCES SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED.

Interested and qualified applicants are advised to signify their interest in writing. Submit/send the following documents through courier or email no later than **SEPTEMBER 1, 2023.**

5. Application letter addressed to: **Mr. IRWIN S. VIDAL**
Chief Administrative Officer, HRDD
IRC Building, No. 82 EDSA, Mandaluyong City
hrdd@pcgg.gov.ph / Irwin.vidal@pcgg.gov.ph
6. Fully/properly accomplished and notarized Personal Data Sheet with a recent passport-sized picture (CS Form No. 212, Revised 2017) attached Work Experience Sheet which can be downloaded at www.csc.gov.ph
7. Photocopy of diploma and/or certificate of graduation
8. Photocopy of certificate of training/seminars attended

Original documents must be on hand and ready once requested

POSTED: August 16, 2023