

Place of Assignment :	Caraga Office of the Regional Director
Position Title :	ADMINISTRATIVE ASSISTANT I (SECRETARY I)
Plantilla Item No. :	BFARB-ADAS1-12-2016
Salary/Job/Pay Grade :	7
Monthly Salary :	Php 18,620.00
Eligibility :	CS Sub-Professional (First Level Eligibility)
Education :	Completion of two (2) years studies in college
Training :	None required
Work Experience :	None required
Competency :	

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 25, 2024.

Documents:

1. Fully accomplished Personal Data Sheet (PDS), and work experience sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

OMNIA B. OLAMA

Regional Director

Peñaranda St, Brgy. Taft, Surigao City
jobhiring.bfarregion13@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 15, 2024

Closing Date : January 25, 2024