

Place of Assignment :	Governor's Office-Library Services Division (GO-LSD)
Position Title :	Administrative Assistant III (Computer Operator II)
Plantilla Item No. :	1-01-001-0867
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 20,150.00
Eligibility :	Career Service (Subprofessional) /First Level Eligibility
Education :	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	Core Competencies: ? SOLVING PROBLEMS AND MAKING DECISIONS The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results. ? DELIVERING SERVICE EXCELLENCE The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction . ? EXEMPLIFYING INTEGRITY The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.

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 August 13, 2024.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) 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 /Authenticated Copy of certificate of eligibility/rating/license; and
4. Authenticated Copy of Transcript of Records.

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

MAGDALENA B. TOLEDANA

PHRM Officer

Provincial Capitol Bldg., Brgy. III, Daet, Camarines Norte

phrmo.pgocamnorte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : July 29, 2024

Closing Date : August 13, 2024