



VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Disaster Risk Reduction and Management Service
DIVISION/UNIT:	Disaster Risk Reduction and Management Service

POSITION PROFILE	
Position: Administrative Assistant II (Data Encoder Machine Operator II)	Salary Grade: 8 Annual Salary: Php 195,384.00
Item No.: OSEC-DECSB-ADAS2-45-2015	Benefits: Refer to the Summary of Compensation and other benefits
JOB DESCRIPTION	
The position is responsible for providing assistance to the Director IV in the delivery of prompt and quality administrative and clerical support to the Quality Assurance Division in accordance with the Department's policies and procedures.	
QUALIFICATIONS	
Education	Completion of 2 years in college
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Sub-Professional) First Level Eligibility or Data Encoder (MC II, s. 1996-Cat. I)

APPLICATION PROCEDURE

- Submit** the following documentary requirements in a clean, unmarked long brown envelope to the **Personnel Division** at the Department of Education Central Office (Ground floor, Teodora Alonzo Building) on or before **July 31, 2018**:
 - Letter of Intent (addressed to Mr. Francis Dela Cruz, Chief of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
 - Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017). *You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
 - Curriculum Vitae
 - Photocopy of one (1) government-issued ID
 - Photocopy of Certificate of Eligibility
 - Photocopy of the latest Transcript of Records
 - Photocopy of the 3 Performance ratings for the last 3 rating periods from July 2015 onwards (one (1) performance rating is equivalent to six (6) months)*
 - Certificates of relevant trainings and seminars attended
 - Certificates of outstanding accomplishments
 - E-copy of all submitted documents (enclosed in a CD)

** Note: For external applicants, numerical performance evaluation from the previous employer. If unavailable, kindly download the template for the Performance Ratings at <http://tinyurl.com/DepEd-PRtemplates> and have it filled out by your immediate supervisor (previous or current).*
- Applicants are expected to:
 - Bring all original documents for verification purposes;
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements before the deadline of applications.