



Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Bureau Of Human Resources And Organizational Development
DIVISION/UNIT:	Human Resource Development Division
POSITION PROFILE	
Position: Administrative Assistant II (Data Entry Machine Operator II)	Salary Grade: 8 Annual Salary: ₱ 219,012.00
Item No.: OSEC-DECSB-ADAS2-54-2015	Other Incentives/Bonuses: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year bonus• Productivity Enhancement Incentive• Clothing Allowance• Cash Gift• Year-end bonus
JOB DESCRIPTION	
The position is responsible for secretarial, administrative and operational support activities for the Project Development Officer V. The duties include among others (1) fielding telephone calls, (2) receiving and directing visitors, (3) coordination for knowledge dissemination activities, database management, and property and supplies management. Extensive software skills are required, as well as Internet research abilities and strong communication skills, including creating spreadsheets and presentations.	
QUALIFICATIONS	
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Subprofessional) First Level Eligibility

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements* through <https://bit.ly/depedcob81> ** on or before **September 30, 2021**:
 - a. Letter of Intent (addressed to Mr. Francis Allen B. Dela Cruz, Chief Administrative Officer of the Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, and strand you are applying for.**
 - b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
 - c. Curriculum Vitae
 - d. Photocopy of one (1) government-issued ID
 - e. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
 - f. Photocopy of the **latest** Transcript of Records
 - g. Photocopy of the **3 Performance ratings** for the **last 3 rating periods (2020 & 2021)** (**One (1) performance rating is equivalent to six (6) months**)
 - h. Certificates of **relevant trainings** and **seminars** attended.
 - i. Certificates of outstanding accomplishments (**Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker**)

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

* *Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.*

** *If the link does not redirect you to the online application form, please type the address manually.*