

**PUBLICATION OF EXISTING VACANT POSITION
ADMINISTRATIVE ASSISTANT I**
(Pursuant to RA 7041)

Requirements:

Applicants must meet the minimum requirements of the vacant position and submit the following on or before **January 3, 2021**:

1. Application letter addressed to:

ATTY. SARAH BUENA S. MIRASOL
Board Chairperson
RTWPB-NCR
2nd Floor, 1650 DY International Bldg.
San Marcelino corner General Malvar Streets,
Malate, Manila
Tel. Nos.: 8527-51-55

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture.

***PDS and Work Experience Sheet maybe downloaded at :**

<http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>

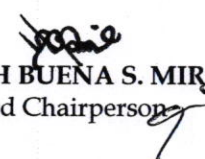
3. Copy of latest Performance Rating (IPCR) for existing government employee applicants.
4. Photocopy of the following:
 - Certificate of Eligibility (CSC / RA 1080 / PD 907)
 - Transcript of Records
5. Certificates of Employment with statement of actual duties and responsibilities
6. Certificate of training/seminars attended

**Application with incomplete documentary requirements will not be acted upon.*

***Only shortlisted applicant will be notified.*

**** You can also email at wage_ncr@yahoo.com.ph*


Requested by:


ATTY. SARAH BUENA S. MIRASOL
Board Chairperson

Republic of the Philippines
REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD in the CSC website:


KIM S. LAGCAO
Board Secretary VI

Date: 15-Dec-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I	NWPCB-ADAS1-17-2020	7	206,148.00	Completion of two (2) years studies in college	None Required	None Required	Civil Service Sub- Professional/		RTWPB-NCR
2										
3										
4										
5										
6										
7										
8										
9										
10										

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 3, 2022.

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 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:

ATTY. SARAH BUENA S. MIRASOL
Board Chairperson
RTWPB-NCR 2nd Flr. DY Intl. Bldg. Gen. Malvar cor. San Marcelino Sts., Malate, Manila
wage_ncr@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.