

**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 July 15, 2020**:

1. Job Qualifications:

Education : Completion of two (2) years studies in College
Experience : None required
Training : None required
Eligibility : CS Sub-professional or First Level Eligibility

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

7. 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 / 8400-67-65

****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***

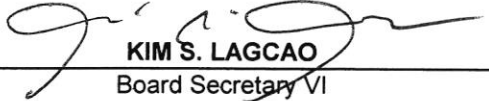
Requested by:


ATTY. SARAH BUENA S. MIRASOL
Board Chairperson 

Republic of the Philippines
National Wages and Productivity Commission - Regional Tripartite Wages and Productivity Board- NCR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of National Wages and Productivity Commission - Regional Tripartite Wages and Productivity Board- NCR in the CSC website:

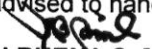

KIM S. LAGCAO
Board Secretary VI
Date: June 17, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I	NWPCB-ADAS-17-2013	7	188,856.00	Completion of two (2) years studies in college	None Required	None Required	Civil Service Sub-Professional/ First Level Eligibility		RTWPB-NCR
2										
3										
4										
5										

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 **JULY 15, 2020**.

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 present position for one (1) year (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.