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:

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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title</th>
<th>Plantilla Item No.</th>
<th>Salary/Job Pay Grade</th>
<th>Annual Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Assistant I</td>
<td>NWPCB-ADAS-17-2013</td>
<td>7</td>
<td>188,856.00</td>
<td>Completion of two (2) years studies in college</td>
<td>None Required</td>
<td>None Required</td>
<td>Civil Service Sub-Professional/ First Level Eligibility</td>
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</table>

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
wage_ncr@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.