



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
National Capital Region

DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



PM-NCR.04.02-F-01

Position Title : ADMINISTRATIVE AIDE VI
Item No/s. : OSEC-DOLEB-ADA6-119-2004 (vice Prado)
Division / Field Office : MUNTAPARLAS Field Office
Salary Grade : 6 (P 13,851.00) plus P 2,000 allowance

Job Qualifications

Education : Completion of two (2) years studies in College
Experience : One (1) year relevant experience
Training : Four (4) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution
Eligibility : CS Sub-Professional or First Level Eligibility

Brief Description of the Job

Under immediate supervision, performs various clerical work in the Field Office; keeps and maintains a systematic file of communications; receives and routes communications and documents; encodes communications and reports; renders administrative support in the implementation of programs and projects; assists in the preparation of logistical requirements relative to the conduct of training programs/advocacy activities, meetings and/or consultations.

nothing follows

Requested by:

ATTY. JOHNSON G. CAÑETE, CESO III
Regional Director