



## CSC DOS WEB APP

Agency :	CIVIL SERVICE COMMISSION   Region II
Place of Assignment :	CSC RO II
Position Title :	Administrative Aide V (Audio Visual Equipment Operator II)
Plantilla Number :	ADA5-6-2009
Salary/Job/Pay Grade :	5
Monthly Salary :	Php 16543
Eligibility :	Audio-Visual Equipment Operator/ Technician MC 11 (Category II)
Education :	High School Graduate or Completion of relevant vocational/trade course
Training :	None Required
Work Experience :	None Required
Competency :	Core Competencies 1. Exemplifying Integrity (Basic) 2. Delivering Service Excellence (Basic) 3. Solving Problems and Making Decisions (Basic) Organizational Competencies 4. Demonstrating Personal Effectiveness (Basic) 5. Speaking Effectively (Basic) 6. Championing and Applying Innovation (Basic) 7.Planning and Delivering (Basic) 8. Managing Information (Basic) Functional Competencies 1. IT literacy/computer operations 2. Records Management

### Instruction/Remarks :

Instructions/Remarks Brief Description of the General Function of the Position: Under minimal supervision, responsible in performing a variety of highly skilled works involving preparation of memoranda/letters/reports and clerical works such as maintenance of files/records, receives, encodes and releases communications and does related works assigned. Responsible in operating and manipulating all audio-visual equipment used in the office, maintain and keep in order all audio-visual equipment in the office, maintain and keep in order all audio-visual equipment in the office. Interested and qualified applicants should signify their interest in writing.CSC RO II upholds Equal Employment Opportunity Policy and all qualified applicants shall receive considerations for employment without regard to age, sex, sexual orientation and gender identity, civil status, pregnancy, disability, ethnicity, religion, or political affiliation, among others. CSC RO II is a non-smoking office. Attach the following documents to the application letter and send to the address below not later than February 20, 2023.

### Documents:

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](http://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 send soft copy of their application to:

**ATTY. MARITES P. LAPPAY**

**Acting Director IV**

Civil Service Commission Regional Office No. II, San Gabriel, Tuguegarao City, Cagayan

CIVIL SERVICE COMMISSION

[cscdos.net/career](http://cscdos.net/career)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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<b>Posting Date :</b>	2023-02-08
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<b>Closing Date :</b>	2023-02-20
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