



CSC DOS WEB APP

Agency :	DEPARTMENT OF HEALTH Region II
Place of Assignment :	DOH-Cagayan Valley CHD
Position Title :	Administrative Assistant III (Secretary II)
Plantilla Number :	OSEC-DOHB-ADAS3-120010-2004
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 21211
Eligibility :	Career Service (Sub-professional) First Level Eligibility
Education :	Completion of two-year studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	Core Competencies: Exemplifying Integrity, Professionalism and Service Excellence Organizational Competencies: Effective Communication Skills, Effective Interpersonal Skills, Organizational Awareness and Commitment Technical Competencies: Attention to Details, Computer Skills, Managing Work, Providing Support and Services, Records Management

Instruction/Remarks :

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 March 4, 2024.

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;
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:

RAZEL NIKKA M. HAO, MD-MBA, MSC

Regional Director

Maharlika Highway, Carig Norte, Tuguegarao City

cvchdhrmpsb@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : 2024-02-21

Closing Date : 2024-03-04