

<b>Place of Assignment :</b>	FAD, EMB Region IV CALABARZON
<b>Position Title :</b>	Administrative Officer III
<b>Plantilla Item No. :</b>	EMBB-ADOF3-19-2014
<b>Salary/Job/Pay Grade :</b>	14
<b>Monthly Salary :</b>	Php 32,321.00
<b>Eligibility :</b>	Career Service Professional/Second Level Eligibility
<b>Education :</b>	Bachelors degree relevant to the job
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	

**Instructions/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 29, 2022.

**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 hand in or send through courier/email their application to:

MARIFE G. PENANO

**OIC, Personnel Section**

1515 L & S Bldg. DENR by the Bay Roxas Blvd. Ermita, Manila  
[personnel\\_calabarzon@emb.gov.ph](mailto:personnel_calabarzon@emb.gov.ph)

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

**Posting Date :** March 16, 2022

**Closing Date :** March 29, 2022