

Place of Assignment :	FAD, EMB Region IV CALABARZON
Position Title :	Administrative Officer IV
Plantilla Item No. :	EMBB-ADOF4-14-2014
Salary/Job/Pay Grade :	15
Monthly Salary :	Php 35,097.00
Eligibility :	Career Service Professional/Second Level Eligibility
Education :	Bachelors degree relevant to the job
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : March 16, 2022

Closing Date : March 29, 2022