



VACANCIES AS OF AUGUST 7, 2023 (Contract of Service)



1 ADMINISTRATIVE AIDE IV

ITEM NUMBER : FONCR-COS-ADA4-2203087
SALARY GRADE : SG 4/ 15, 586. 00
VICE : NIÑALGA, CATHERINE M.
STATUS : Contract of Service
PLACE OF : Rehabilitation Sheltered
ASSIGNMENT : Workshop

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Completion of two (2) years of studies in college
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career service sub-professional/ First level eligibility

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : Completion of two (2) years in college
EXPERIENCE : At least one (1) year of experience in Administrative/ Office Management
TRAINING : With relevant training in Administrative/ Clerical Works
ELIGIBILITY : None Required

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Assists and Facilitates payroll preparation.
2. Drafts/ prepares generic simple memorandum/ official communication for the department.
3. Provides administrative support by receiving and making calls and attending to clients' needs.
4. Acts as support staff during training and conduct administrative/HR-initiated activities.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING
CRITERIA FOR EVALUATION:

INITIAL SHORTLISTING

OBTAINED **45 POINTS** OR **75%** OF THE MAXIMUM TOTAL
SCORE ON ETE.

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%

Only those who obtained 45 points or 75% on ETE shall proceed to the next recruitment

FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE LESS THAN 80%.

INTERESTED AND QUALIFIED APPLICANTS WHO MET THE ABOVE MINIMUM QUALIFICATION STANDARD (CSC-PRESCRIBED) MAY SUBMIT THE FOLLOWING DOCUMENTARY REQUIREMENTS TO FO - NCR HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT SECTION ON OR BEFORE **AUGUST 10, 2023** NOT LATER THAN 5:00 PM:

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO, Acting Regional Director Field Office NCR** (Signifying the Position, Item Number, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable) Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
4. Photocopy of Transcript of Records
5. Photocopy of Transcript Diploma;
6. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable);
8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
9. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

NOTES:

1. For online submission of application, please access this link <https://bit.ly/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during filling if application.
5. All interested qualified next-in-rank employees with Permanent status should submit the filled-out "next-in-rank intent to apply form" together with their credentials.
6. Submission of applications **beyond the deadline and with incomplete attachments will not be accepted and shall mean automatic disqualification for the position you are applying for.**

The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.