



VACANCIES AS OF SEPTEMBER 7, 2023
(CONTRACT OF SERVICE POSITION)



1 ADMINISTRATIVE ASSISTANT I

ITEM NUMBER : N/A
SALARY GRADE : SG 7 / PHP 18, 620.00
VICE : TABUNDA, MAY ANNE V.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : REGIONAL JUVENILE JUSTICE
AND WELFARE COMMITTEE

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO (2) YEARS IN COLLEGE
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : CS SUB-PROFESSIONAL / FIRST LEVEL ELIGIBILITY

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : COMPLETION OF TWO (2) YEARS IN COLLEGE LEADING TO A DEGREE PREFERABLY IN OFFICE / PUBLIC ADMINISTRATION, MANAGEMENT OR RELATED FIELD
TRAINING : FOUR (4) HOURS OF RELEVANT TRAINING IN USING BASIC OFFICE PRODUCTIVITY TOOLS (E.G. MS WORD, EXCEL, AND POWERPOINT)

EXPERIENCE : SIX (6) MONTHS TO ONE (1) YEAR
EXPERIENCE IN PERFORMING
ADMINISTRATIVE, AND CLERICAL
WORK

ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

Under immediate supervision, Administrative Assistant I shall perform simple and routine clerical functions and assist Administrative Assistant III in the provision of administrative support to the RJJWC Secretariat in the region including liaisons services.

DUTIES AND RESPONSIBILITIES

1. Receives, records, releases, and files vouchers, RIS/PR, letter memoranda, and other office documents and communications.
2. Classifies and sorts outgoing and incoming correspondence and endorses to immediate supervisor.
3. Encodes simple routine documents such as transmittal letters, special orders, certificates, vouchers, and other documents as may be required.
4. Assists in the receipt and dissemination of documents to committee members/concerned officials;
5. Assists in the receipt and dissemination of RJJWC activities such as but not limited to:
6. Follow up on the administrative arrangements with the attendees of the activity;
7. Reservation of venue;
8. Request for food/catering services;
9. Request for supplies, equipment, and vehicles for official trips;
10. Reproduction of advocacy kits and other IEC materials;
11. Tracks payment process for the service providers.
12. Performs administrative liaising functions and acts as messenger to concerned offices.
13. Monitors stocks of office supplies (paper clips, bond papers etc.) and ensures upkeep of office equipment and properties.
14. Performs other tasks as may be assigned/required by supervisors.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING
CRITERIA FOR EVALUATION:**

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

INITIAL SHORTLISTING

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

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

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 **SEPTEMBER 10, 2023** not later than 5:00 PM:

1. Application letter addressed to Regional Director **ATTY. MICHAEL JOSEPH J. LORICO** (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 a 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 the application, please email it to recruitment@jjwcdgov.ph
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 of 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.