

ADMINISTRATION SERVICES

ASSISTANT B

PERMANENT HIRING

Plantilla Item No. : 192 (1 slot)
Salary Grade : 10
Place of Assignment : Human Resources Department, MCWD Main Office

MINIMUM QUALIFICATIONS:

Education : Completion of two years studies in college
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : Career Service (Subprofessional), First Level Eligibility

COMPETENCIES NEEDED:

The position will generally provide administrative support to employees relative to health and wellness needs including providing assistance in the implementation of the district-wide health programs.

Competencies required: Internal Customer Orientation, Multi-tasking Skills, Records Management Skills, Multi-tasking Skills

Interested applicants must submit the following documents:

1. Duly accomplished Personal Data Sheet (PDS) with recent passport size picture
2. Performance Rating in the last rating period
3. Authenticated copy of the CSC Eligibility / PRC License / Board or Bar rating
4. Certified True Copy of Diploma, Transcript of Records and other documents supporting highest educational attainment
5. Certified True Copy of Employment Certificate with detailed Job Description issued by the authorized personnel
6. Certified True Copy of Certificate of Trainings / Seminars / Conferences / Workshops attended (include the module / program)

COMPLETE application documents / requirements must be submitted to the Human Resources Department or through email at Recruitment@mcwd.gov.ph not later than February 5, 2023. Applications with incomplete documents shall not be entertained. Applicants who will pass the initial screening will be contacted for a written examination.

MCWD adheres to the equal employment opportunity principle.

Approved:


ELSON C. ENGLIS
Manager, Human Resources Dept.

Noted:


EDGAR H. DONOSO
General Manager A

