

Date: August 5, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Aide VI	PRC-DOLEB-ADA6-40-2008	6	Php14,847.00	Completion of two (2) year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		NCR (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Assists in providing procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 2. Acts as member of the Secretariat to the Regional Bids and Awards Committee and the Inventory and Disposal Committee in the disposal of unserviceable equipment and properties; 3. Assists in providing general services, including building/facilities administration and maintenance; 4. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; 5. Assists in coordinating the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; 6. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; 7. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; 8. Assists in processing necessary documents relative to the renewal of Insurance Registration/License and process claims; and 9. Performs other related functions.

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 03-September-2019.

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:

JONAPHEL ANNE S. NECER
 HRMO Designate
 P. Paredes St. cor N Reyes St., Sampaloc,
 Manila
prcncr.fad@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.