

Notice of Vacancy - E-Job Posting Form 1-b

| JOB VACANCY FORM | |
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| (a) POSITION SALARY GRADE: | (1) ADMINISTRATIVE ASSISTANT III/SG-09 |
| (b) PROFESSIONAL CATEGORY: | |
| © DIVISION: ADM. SUPPORT | (d) OFFICE: ASTMMC |
| (e) ITEM NUMBER | OSEC-DOHB-ADAS3-1020012-2014 |
| (f) Additional Qualifications Preferred (End-user's preference) | |
| Education : | COLLEGE GRADUATE PREFERABLY BACHELOR OF ARTS AND SCIENCES. |
| Training : | FOUR (4) HOURS OF CLERICAL TRAINING |
| Experience : | ONE (1) YEAR OF HOSPITAL EXPERIENCE |
| Eligibility : | CS Sub-Professional (1st Level Eligibility) |
| Others : | PROFICIENT IN COMMUNICATION SKILLS, COMPUTER SOFTWARE APPLICATION AND RECORD MANAGEMENT |
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Prepared by:



PREMELITA G. OPLON, MPA

Supervising Administrative Officer

Noted by:



PONCIANO S. LIMCANGCO, MD, MBA, FPSP, CEO VI
Medical Center Chief I