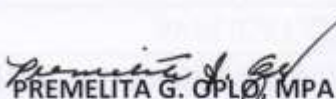


Notice of Vacancy - E-Job Posting Form 1-b

JOB VACANCY FORM	
(a) POSITION SALARY GRADE: (2) ADMINISTRATIVE ASSISTANT I/SG-07	
(b) PROFESSIONAL CATEGORY: COLLEGE GRADUATE	
© DIVISION: ADM. SUPPORT	(d) OFFICE: ASTMCC
(e) ITEM NUMBER OSEC-DOHB-ADAS1-1020017-2014 OSEC-DOHB-ADAS1-1020018-2014	
(f) Additional Qualifications Preferred (End-user's preference)	
Education : COLLEGE GRADUATE PREFERABLY GRADUATE OF BACHELOR OF ARTS AND SCIENCES	
Training : WITH CLERICAL TRAINING	
Experience : WITH SIX (6) MONTHS CLERICAL EXPERIENCE	
Eligibility : CS Sub-Professional (1st Level Eligibility)	
Others : PROFICIENT IN COMMUNICATION SKILLS, COMPUTER SOFTWARE APPLICATION AND RECORDS MANAGEMENT	

Prepared by:



PREMELITA G. OPLON, MPA

Supervising Administrative Officer

Noted by:



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