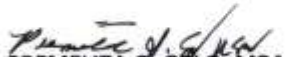


Notice of Vacancy - E-Job Posting Form 1-b

JOB VACANCY FORM	
(a) POSITION SALARY GRADE:	(2) ADMINISTRATIVE ASSISTANT I/SG-07
(b) PROFESSIONAL CATEGORY:	COLLEGE GRADUATE
© DIVISION:	ADM. SUPPORT
(d) OFFICE:	ASTMMC
(e) ITEM NUMBER	OSEC-DOHB-ADAS1-1020019-2014 OSEC-DOHB-ADAS1-1020020-2014
(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. QPLO, MPA

Supervising Administrative Officer

Noted by:



PONCIANO S. LIMCANGCO, MD, MBA, FPSP, CEO VI

Medical Center Chief I