

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

| JOB VACANCY FORM | |
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| (a) POSITION SALARY GRADE: | (4) ADMINISTRATIVE ASSISTANT II/SG-08 |
| (b) PROFESSIONAL CATEGORY: | COLLEGE GRADUATE |
| © DIVISION: | ADM. SUPPORT (d) OFFICE: ASTM MC |
| (e) ITEM NUMBER | OSEC-DOHB-ADAS2-1020016-2014 OSEC-DOHB-ADAS2-1020017-2014 OSEC-DOHB-ADAS2-1020018-2014 OSEC-DOHB-ADAS2-1020019-2014 |
| (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 |
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Prepared by:


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 Administrative Officer V

Noted by:


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 Medical Center Chief I