

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

JOB VACANCY FORM	
(a) POSITION SALARY GRADE: (5) ADMINISTRATIVE AIDE VI/SG-06	
(b) PROFESSIONAL CATEGORY:	
© DIVISION: ADM. SUPPORT	(d) OFFICE: ASTMMC
(e) ITEM NUMBER OSEC-DOHB-ADA6-1020059-2014 OSEC-DOBB-ADA6-1020060-2014 OSEC-DOBB-ADA6-1020061-2014 OSEC-DOBB-ADA6-1020062-2014 OSEC-DOHB-ADA6-1020063-2014	
(f) Additional Qualifications Preferred (End-user's preference)	
Education : COLLEGE GRADUATE PREFERABLY GRADUATE OF BACHELOR OF ARTS AND SCIENCES	
Training : 1 YEAR OF RELEVANT TRAINING	
Experience : 1 YEAR OF RELEVANT EXPERIENCE	
Eligibility : CS Sub-Professional (1st Level Eligibility)	
Others : PROFICIENT IN COMMUNICATION SKILLS, COMPUTER SOFTWARE APPLICATION AND RECORDS MANAGEMENT	

Prepared by:

ELIZAR M. ROJCA
ELIZAR M. ROJCA, MPA
Administrative Officer

Noted by:

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