

Place of Assignment :	PCED
Position Title :	Administrative Officer V - Anticipated Vacancy
Plantilla Item No. :	18-2018
Salary/Job/Pay Grade :	18
Monthly Salary :	Php 49,015.00
Eligibility :	Career Service (Professional/Second level eligibility)
Education :	Bachelor's degree relevant to the job
Training :	8 hours of relevant training
Work Experience :	2 years of relevant experience
Competency :	

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application cover letter and send to the address below not later than December 13, 2024.

Documents:

1. Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City. Please read the job description of the duties for the vacant position. This information is available on the PCED website at <https://pced.gov.ph>;
2. Fully accomplished and signed PERSONAL DATA SHEET (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph, and signed WORK EXPERIENCE SHEET (as attachment to PDS) to also include relevant experiences in contract management, preparation/monitoring/presentation of budget and accomplishment reports, office management, etc.;
3. Performance rating in the last rating period (if applicable) (for government employees including Job Orders and Contract of Service);
4. Photocopy of certificate of eligibility/rating/license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System;
5. Photocopy of Certificates of Trainings/Seminars attended;
6. Photocopy of Certificate of Employment with actual duties and responsibilities;
7. Photocopy of Transcript of Records and Diploma.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GRAZIELLA Z. MERCADO

Administrative Officer V

Encarnacion Hall, UP School of Economics, Diliman, Quezon City

info@pced.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : November 26, 2024

Closing Date : December 13, 2024