

Place of Assignment :	USTP CDO, Laboratory Management Office
Position Title :	Administrative Assistant II
Plantilla Item No. :	MPSCB-ADAS2-5-2006
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 17,505.00
Eligibility :	Career Service (Sub-professional)/First Level Eligibility
Education :	Completion of two-year studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experiences
Competency :	

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 3, 2020.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

DR. AMBROSIO B. CULTURA II

President, USTP System

CM Recto Ave., Lapanan, Cagayan de Oro City.

recruitment.hrmo@ustp.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : July 17, 2020
Closing Date : August 03, 2020