

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Cordillera Administrative Region

Baguio City

NOTICE OF JOB ORDER VACANCY

April 6, 2016

| Job Order | Monthly Compensation | Office | No. of Vacant Positions | Qualification Standards | | | |
|---|----------------------|---|-------------------------|----------------------------------|-----------------|---------------|---------------------|
| | | | | Education | Work Experience | Training | Eligibility |
| Admin Aide IV (Clerk) | PhP 11,181.00 | Regional Office | Five (5) | Completion of 2 years in college | None required | None required | CS Sub-professional |
| Brief Description of the General Function of the Job Order | | Responsible for performing clerical works which include recording/bookkeeping, preparation of documents needed for the preparation of financial reports and updating of records | | | | | |
| Scope of Work | | | | | | | |
| <ul style="list-style-type: none"> • Update registries and ledgers • Accomplish the Status of Obligation in the ORS • Update records related to Property Acknowledgement Receipt of Equipment (PARE) and Inventory Custodian Slip (ICS) • Assist in the preparation of reports • Does other tasks as may be required by higher authorities | | | | | | | |
| Required Competencies | | | | | | | |
| <ul style="list-style-type: none"> • Basic computer literacy (MS Word, MS Excel) • Preferably with background in accounting and/or supply and inventory management • Good written and oral communication skills • Demonstrates effective organization and maintenance of data | | | | | | | |

Interested and qualified applicants may submit their intents in writing addressed to:

ENGR. MARLO L. IRINGAN

Regional Director

Department of the Interior and Local Government-CAR

Barangay Center, Upper Session Road, cor. North Drive

Baguio City

Requirements:

1. Fully accomplished Personal Data Sheet with recent picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Photocopy of diploma and Transcript of Records
3. Photocopy of eligibility / NC II in Bookkeeping
4. Certificate of previous employment, if any, and
5. Photocopy of certificate of training/seminars attended, if any.

Deadline: APRIL 29, 2016