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Effectivity Date:

Revision No.: 00

Page 1 of 2

Title of the Position : Administrative Aide IV (Permanent)
Reporting Lines : Division Chief
Item No. : NCRFWB-ADA4-18-2004
Salary Grade : SG 4 (Php 12,674.00 + Php 2,000.00 PERA)
Station : Sectoral Coordination Division

Qualification Standards:

Education

- Completion of two (2) years of study preferably Business Administration, Commerce, Communications Development, Economics, Public Administration, Political Science, Banking and Finance, Social Sciences and other allied courses.

Training

- None required.

Work experience

- None required.

Eligibility

- Career Service Sub-Professional/First Level Eligibility.

Job Summary:

Under the supervision of the Chief GAD Specialist, performs a variety of administrative and clerical support functions such as:

1. Management of Document Tracking System (DTS);
2. Preparation of the Annual Procurement Plan and the Project Procurement Management Plan;
3. Record keeping and filing;
4. Maintenance of calendar of activities;
5. Routing and tracking of documents; and
6. Provision of secretarial and logistical support.

Interested applicants must submit the following requirements:

1. Letter of intent addressed to Ms. Emmeline L. Verzosa, Executive Director III and specify the position applying for;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
3. Curriculum Vitae with detailed job description;
4. Performance rating in the present position for one (1) year if applicable;
5. Photocopy of certificate of eligibility/rating/license (if applicable);
6. Photocopy of transcript of records and diploma;



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Page 2 of 2

7. Certificate of Employment with statement of duties and responsibilities from previous or current employer; and
8. Certificate of trainings/seminars attended

at jobs@pcw.gov.ph indicating in the Subject your full name and the position applying for (i.e. Juan Dela Cruz/Admin Aide IV) on or before **15 November 2018**. Applications with **INCOMPLETE documents shall not be entertained**.

We are a people oriented organization. We encourage men, indigenous people, PWDs, and LGBT++ to apply. Thank you.

Approved for Posting:

LOLITA E. ETRATA

Chief Administrative Officer
Administrative and Finance Division