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| <b>Place of Assignment :</b>  | PESO  |
| <b>Position Title :</b>       | Administrative Assistant V (Data Controller III)  |
| <b>Plantilla Item No. :</b>   | PESO-4  |
| <b>Salary/Job/Pay Grade :</b> | 11  |
| <b>Monthly Salary :</b>       | Php 20,084.00   |
| <b>Eligibility :</b>          | Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility or its equivalent                           |
| <b>Education :</b>            | Completion of two years studies in college or High School Graduate with relevant vocational/trade course                                  |
| <b>Training :</b>             | 8 hours of relevant training  |
| <b>Work Experience :</b>      | 2 years of relevant experience  |
| <b>Competency :</b>           | Coordinates operations of computer systems in various departments/agencies, establishes data dictionary and performs computer operations. |

**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 October 26, 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](http://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:

DINKY P. MAAGMA

**Human Resource Management Officer V**

Poblacion, Malay, Aklan

[hrmalayaklan@yahoo.com](mailto:hrmalayaklan@yahoo.com)/[hrmalay5608@gmail.com](mailto:hrmalay5608@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

## CSC Job Portal

MGO MALAY, AKLAN | Region VI

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**Posting Date :** October 12, 2020

**Closing Date :** October 26, 2020