

<b>Place of Assignment :</b>	GSO
<b>Position Title :</b>	Administrative Assistant IV
<b>Plantilla Item No. :</b>	10
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	Php 18,541.00
<b>Eligibility :</b>	Subprofessional
<b>Education :</b>	Completion of 2 year studies in college
<b>Training :</b>	8 hrs. relevant training
<b>Work Experience :</b>	2 yrs. relevant experience
<b>Competency :</b>	n/a

**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 April 19, 2024.

**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:

**HERMAR E. LIMUACO**

HRMO

MGO PAGSANJAN, LAGUNA

Rizal St. Pagsanjan, Laguna

[hermarlimuaco@gmail.com](mailto:hermarlimuaco@gmail.com)

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

**Posting Date :** April 03, 2024

**Closing Date :** April 19, 2024