



ANNOUNCEMENT
of Vacant Positions
DOLE-RO3
(9 January 2017)

- (1) **Administrative Assistant I** : SG 7
DOLE – Region 3
- Qualifications** : **Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course**
None required
CS- Sub-Professional/ First Level Eligibility
- (2) **Administrative Aide** : SG 6
DOLE – Region 3
- Qualifications** : **Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course**
1 year of relevant experience
4 hours of relevant training
CS- Sub-Professional/ First Level Eligibility
- Requirements** - **Personal Data Sheet (PDS) with picture**
Certificate of Eligibility
Training Certificates
Service Record
IPCR (for insiders)

To qualified DOLE employees/ interested applicants, please submit **application letter** together with the above requirements to IMSD.

Deadline for submission : January 24, 2017 until 5:00 PM
(Note: No application will be considered after deadline)

NOTED:

Atty. ANA C. DIONE, CPA
Regional Director