

NOTICE OF JOB VACANCY (JOB ORDER)

May 22, 2023

Position : **Administrative Assistant III for Office of Chief
Administrative Officer (Job Order)**
of Position : **One (1)**
Salary : **P20,402.00 (plus 20% premium of basic salary)**

Minimum Educational Requirements :

Educational Requirement : **Completion of two years studies in College but preferably
Bachelor's Degree relevant to the job.**
Experience : **None Required**
Training : **None Required**

Functions :

- a) Coordinates and monitors submission of reports such as Work and Financial Plans, Action ; and Audit Implementation (Audit Finding), DPCR, SPCR and other needed reports;
- b) Prepares memo letters and minutes of meeting;
- c) Coordinates with provincial station heads/concerned employees regarding finance and administrative matters;
- d) Monitors/updates Contract of Lease, Contracts of Service Providers; and
- e) Other duties that may be assigned by the Chief Administrative Officer.

Required documents:

- 1. Application Letter addressed to Dr. FERDINAND S. SALCEDO, MPH, CESO IV – Director IV
- 2. Two (2) copies of duly accomplished Personal Data Sheet (PDS); and
- 3. NBI Clearance

Bureau of Quarantine encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities irrespective of sexual orientation and gender identities to apply.

Deadline of Application : June 2, 2023

Prepared by :

WILMA D. JIMENEZ
Administrative Officer V
Human Resource Section

Noted by:

FERDINAND S. SALCEDO, MD, MPH, CESO IV
Director IV

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