



## JOB OPPORTUNITY

Date of Posting: April 28, 2016

The Local Government Academy is in need of Administrative Aide VI, Grade 6, to be assigned at Administrative Division.

### DUTIES AND RESPONSIBILITIES:

- Supervises and participates in the small group of clerical workers;
- Prepares simple endorsements and correspondence;
- Performs highly skilled and responsible clerical work;
- Assigns, reviews and supervises the work of a clerical unit doing filing, typing or simple records posting;
- Performs other functions that may be assigned from time to time.

### QUALIFICATION REQUIREMENTS:

Education	:	Completion of two years studies in college
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service (Subprofessional)

### EMPLOYMENT STATUS

- Regular position



**GO FOR GOLD!!!** The resonating rally call of the country's premiere local governance training institution on the eve of its 25<sup>th</sup> anniversary. The year-long celebration, focused primarily on *corporate re-branding, fine-tuning of systems and process, recognition of partnerships, communicating banner programs towards greater results*, will showcase different national and sub-national activities referenced to a variety of monthly themes until August 2013.

**ABOUT THE LOGO:** The Philippine Eagle soaring high in a blue backdrop is an embodiment of the Academy's noble pledge in leading the exceptional pack of local governance capacity builders. With the transition of the silver hued icon to a golden fascia, it reflects the Academy's strive for uncompromised excellence in continuously delivering its share in national progress. The intertwined green-hued numeral 25 signifies the Academy's stronger undertaking, to go green and steer proactive local governance for sustainable development in its passage towards another 25 years and even beyond!

Interested Applicants may visit or send application forms and required credentials to:

**MARIVEL C. SACENDONCILLO, CESO III**

Executive Director

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

**Ms. DONNA JEANNE M. YARCIA**

Administrative Officer V (HRMOIII)

Email: lgahrmu@gmail.com/donnajeane\_yarcia@yahoo.com

**Application Requirements:**

- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

**Deadline of Application: May 9, 2016**


Prepared by:



**VEA LIANNE M. RAMOS**

HRM Unit Staff

Approved for posting:



**GENEDINE A. EVANGELISTA**  
Chief Administrative Officer