



WORKFORCE PUBLICATION FORM

Date of Posting: **March 13, 2017**

The Local Government Academy is in need of an **Administrative Assistant** to be assigned at the **Office of the Assistant Director**.

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| SCOPE OF WORK |
| Provide general administrative support to the Office of the LGA Assistant Director |
| SPECIFIC FUNCTIONS AND DUTIES |
| <ul style="list-style-type: none">• Maintain records and files;• Manage incoming and outgoing communications;• Coordinate scheduling of meeting and appointments;• Coordinate logistic requirements with appropriate office;• Prepare basic communications; and• Perform other tasks as may be required. |
| ENGAGEMENT OF SERVICES |
| <p>The Administrative Assistant shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.</p> <p>The engagement of the Administrative Assistant is full-time with a monthly salary of Fifteen Thousand Pesos (P15,000.00) inclusive of tax to be paid bi-monthly.</p> |
| EDUCATION |
| Bachelor's degree in secretarial, office administration or other related courses |
| SKILLS |
| <ul style="list-style-type: none">• Good interpersonal skills• Good written and oral communication skills• Planning and organizing skills• Networking and negotiation skills• Problem solving and decision making skills |

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| <p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Capable of working well under pressure; • An effective team participant; gets along well with others • Resourceful, innovative, and pro-active. • Flexible and adaptable to organizational culture • Must be willing to work overtime |
| <p>TRAINING</p> |
| <p>Related Training</p> |
| <p>EXPERIENCE</p> |
| <p>Related work experience</p> |

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:

DONNA JEANNE M. YARCIA

Administrative Officer V (HRMO III)

Email: lgahrmu@gmail.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: March 23, 2017

Prepared by:

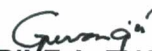


VEA LIANNE M. RAMOS

HRM Unit Staff

Date:

Approved for posting:



GENEDINE A. EVANGELISTA

Chief, AFMD

Date: