



## WORKFORCE PUBLICATION FORM

Date of Posting: April 23, 2018

The Local Government Academy is in need of an **Administrative Assistant** to be assigned at the **Administrative, Financial and Management Division- Records Section**.

<b>SCOPE OF WORK</b>
<ul style="list-style-type: none"><li>• Provide assistance in the operation of the Records Section</li></ul>
<b>SPECIFIC FUNCTIONS AND DUTIES</b>
<ul style="list-style-type: none"><li>• Assist the Records Officer in maintaining back-up and update of database for document tracking;</li><li>• Assist in registering incoming and outgoing documents;</li><li>• File communications/documents;</li><li>• Fax and mail communication documents;</li><li>• Provides copy of requested documents;</li><li>• Filing of Incoming and outgoing documents for safekeeping and future reference;</li><li>• Securing e-copy of all documents; and</li><li>• Perform related function that maybe assigned from time to time</li></ul>
<b>ENGAGEMENT OF SERVICES</b>
<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>
<b>EDUCATION</b>
<ul style="list-style-type: none"><li>• Bachelor's Degree relevant to the job</li></ul>

<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Effective oral and written communication skills.</li> <li>• Skills in database management and record keeping.</li> <li>• Excellent organizational skills.</li> <li>• Skills in database management and record keeping.</li> <li>• Excellent computer skills, including Word and Excel in a Microsoft Windows environment.</li> </ul> <p><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Keen to details;</li> <li>• Flexible and adaptable to organizational culture;</li> <li>• An effective team participant; gets along well with others</li> <li>• Resourceful, innovative, and pro-active.</li> <li>• Capable of working well under pressure;</li> <li>• Must be willing to work overtime</li> </ul>
<p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>• 4 hours of relevant training</li> </ul>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• One (1) year of related work experience</li> </ul>

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](mailto: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:** May 3, 2018

Prepared by:

*VEA Ramos*

**VEA LIANNE M. RAMOS**

HRM Unit Staff

Date:

Approved for posting:

*Genedine A. Evangelista*

**GENEDINE A. EVANGELISTA**

Chief, AFMD

Date:

**WEB POSTING CONFIRMATION SLIP**

**Title of the document:** Workforce Publication for Administrative Assistant Position under AFMD- Records Section

**Date & time posted:**

**Web Administrator:**

*Signature above printed name*