



## WORKFORCE PUBLICATION FORM

Date of Posting: February 15, 2018

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

### SCOPE OF WORK

- Provide general administrative support to Human Resource Management and Development Unit

### SPECIFIC FUNCTIONS AND DUTIES

- Assists with day to day operations of HR functions and duties;
- Assist the Administrative Division in implementing personnel and HR matters particularly in accomplishing the objectives of the LGA HRMD Plan;
- Assist in recruitment and selection process;
- Provide assistance to employees regarding personnel and HR matters;
- Assist in payroll preparation of Contract of Services Personnel/Workforce;
- Prepares and submits reports regarding personnel matters;
- Assists in providing Secretariat services to HR meetings
- Maintains organized and up-to-date HR files;
- Performs other functions that may be assigned from time to time.

### ENGAGEMENT OF SERVICES

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.

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.

### EDUCATION

- Bachelor's Degree relevant to the job

<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>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Keen to details</li> <li>• Ability to multitask and prioritize daily workload</li> <li>• Able to exhibit a high level of confidentiality.</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>• 8 hours of relevant training</li> </ul>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• One (1) year work experience in Admin or Human Resource</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:**

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

**Deadline of Application:** February 26, 2018