

All interested applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOG) are encouraged to apply for the following:

POSITION TITLE : Administrative Aide VI (CLERK III) - SG-6
Item Number: **NWRB-DENRB-ADA6-12 -2004**

SALARY : **P 16,200.00**

LOCATION : **ADMINISTRATIVE & FINANCIAL DIVISION**

Minimum Qualification Requirements:

Education : Completion of two-year studies in college
Experience : None required
Training : None required
Eligibility : Career Service Sub-Professional (First Level Eligibility)

Duties & Responsibilities:

- Prepares drafts of routine office correspondence, indorsement, reports and memorandum of complicated in nature relative to administrative and personal matters;
- Performs liaison work with other offices, follow-up on disposition of important matters;
- Supervises and participates on the work of employees performing a variety of skilled and responsible clerical task and checks their work for accuracy and conformance to establish policies and regulations;
- Performs other related work that maybe assigned from time to time by the immediate supervisor

Assessment Process:

1. Initial Assessment Steps
 - a) Personnel & Records Section Pre –screening
 - b) Personnel Selection Board (PSB) screening (Paper Evaluation)
2. Further Assessment Steps
 - a) Interview
 - b) Other work-related written examinations

Documentary Requirements:

*All interested qualified applicants shall submit the following to the Personnel & Records Section, 8th Floor NIA Bldg. EDSA, Q.C., or email to: personnel@nwrp.gov.ph

- a) Letter of application,
- b) Updated Personal Data Sheet,
- c) Individual Performance Commitment and Review (IPCR) (for Promotional Appointment),
- d) Photocopy of Eligibility, and
- e) Photocopies of Certificate of Trainings/Seminars attended.

*Applicant who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation.

Other Relevant Information:

*Candidate/s found by the PSB to have met the Minimum Qualification Requirements and successfully hurdled the Assessment Process will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

Dr. SEVILLO D. DAVID Jr., CESO III
Executive Director

Date of Publication: March 15, 2021

Date of Posting: March 15 – 26, 2021