

**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 position:**

**POSITION TITLE** : Administrative Aide VI ( Clerk III) - SG-6  
Item Number: NWRB-DENRB-**ADA6-13-2004**  
**SALARY** : **P 16,200.00**  
**LOCATION** : **ADMINISTRATIVE & FINANCIAL DIVISION (Personnel & Records )**

**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) Human Resources Merit Promotion and Selection Board (HRMPSB) 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, 8<sup>th</sup> Floor NIA Bldg. EDSA, Q.C., or email to: [personnel@nwr.gov.ph](mailto:personnel@nwr.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 HRMPSB as qualified for appointment/promotion to the subject vacancy.

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

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