

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-ADA6-16-2004**

**SALARY** : **P 16,200.00**

**LOCATION** : **ADMINISTRATIVE & FINANCIAL DIVISION ( Disbursing Officer I ) SG-6**

**Minimum Qualification Requirements:**

Education : Completion of two-year studies in college  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service Sub-Professional (First Level Eligibility)

**Duties & Responsibilities:**

- Verifies and pay salaries, overtime pay, treasury warrants and vouchers for travelling expenses, advances and other expenses;
- Computes and deducts insurance premiums, government taxes and other payroll deductions;
- Verifies signature on warrants and payrolls, post payroll and vouchers paid;
- May supervise a few clerks engage in the preparation of payrolls, vouchers and pay envelopes;
- May occasionally receive small individual amounts of money;
- May procure and keep records of office property and supplies;
- Performs other duties that may be assigned by the immediate supervisor from time to time.

**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, 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 PSB as qualified for appointment/promotion to the subject vacancy.

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

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