



# ADMINISTRATIVE ASSISTANT III (SECRETARY II)

**7 August 2025**  
DEADLINE OF SUBMISSION

College of Public Health

PLANTILLA ITEM NO. UPSB-ADAS3-1439-2004

SG 9 ₱23,226.00 monthly

## MINIMUM QUALIFICATIONS

**EDUCATION:** Completion of two years studies in college (prior to 2018), OR  
Completion of Grade 12/Senior High School (starting 2016)\*

\*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015

**EXPERIENCE:** One (1) year relevant experience;

**TRAINING:** Four (4) hours of relevant training;

**ELIGIBILITY:** Career Service (Subprofessional) First Level Eligibility

**COMPETENCIES: Core (Level 2)** Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making; **Technical (Level 2)** - Attention to Detail, Computer Literacy, Writing and Speaking Effectively, Interpersonal Skills, Service Delivery, Data/Records Management, Generating Reports and Documentation, Meeting Support Administration.

## DUTIES AND RESPONSIBILITIES

Prepare and submit the correct computation of credit units to be reflected in the individual faculty service record (FSR), prepare and submit official communication, assist in the dissemination of all forms of communication, submit complete office forms to the Administrative Office, prepare and submit complete monthly accomplishment report/work from home and skeletal work force accomplishment report/ summary of foreign travels to the Administrative Office, prepare and submit evaluation papers with complete requirements and file all the needed documents, file and organize all records and communications and other documents, perform and attend to other duties immediately from time to time upon request, encash cheques, deposit and remit collection from the Department's extension services, prepare and submit disbursement of the Department revolving funds to the Chair as needed, process liquidation and remittance report with complete supporting documents, prepare, submit, complete and fill the petty cash requests available and traceable, prepare and issue official receipts, and prepare and submit all the required documents, and follow-up payments.

## APPLICATION DOCUMENTS

- Letter of Application;
- Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [hrdo.upm.edu.ph](http://hrdo.upm.edu.ph);
- Fully accomplished **Work Experience Sheet (WES)** with signature;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of employment and training;
- Photocopy of certificates of eligibility/rating/license;
- Photocopy of Transcript of Records and Diploma;
- Cover letter identifying and summarizing all public service activities and impact of the activity (if any), and;
- Certificate issued by the organizing institution/office/group (e.g. certificate of participation). (if any)

**QUALIFIED APPLICANTS** should address their Letter of Application to:

**MA. JANELLE D. GABION**, Administrative Officer IV, HRDO, 8th Flr. PGH Building, Taft Avenue, Manila



Scan for **Online Application Form**; Or you may also apply thru **walk in** at the HRDO Office, 8th floor, PGH Central Block Building, Taft Avenue, Manila.

**ONLY COMPLETE DOCUMENTS WILL BE ENTERTAINED.**