



# ADMINISTRATIVE ASSISTANT II (CLERK IV)

**30 October 2025**  
DEADLINE OF SUBMISSION

**College of Public Health**

**PLANTILLA ITEM NO. UPSB-ADAS2-2474-2004**

**SG 8 ₱21,448 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 Sub Professional First Level Eligibility

**COMPETENCIES: Core (Level 2)** Exemplifying Integrity, Delivering Service Excellence **Technical (Level 2)** – Attention to Detail, Computer Literacy, Writing and Speaking Effectively, Interpersonal Skills, Service Delivery

## DUTIES AND RESPONSIBILITIES

Prepare, process, manage vouchers, reports and other pertinent documents. Maintain and organize records, files, and database for easy retrieval and reference. Assist in scheduling meetings, preparing agendas, and documenting minutes. Coordinate with internal and external stakeholders to ensure timely completion of tasks. Performs other administrative duties as assigned to support the department's operations.

## 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, and;
- Certificate issued by the organizing institution/office/group (e.g. certificate of participation).

**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.**