

Place of Assignment :	Procurement Office
Position Title :	Administrative Officer V
Plantilla Item No. :	WPUB-ADOF5-5-2015
Salary/Job/Pay Grade :	18
Monthly Salary :	Php 46,725.00
Eligibility :	Career Service (Professional)/ Second Level Eligibility
Education :	Bachelors degree relevant to the job
Training :	8 hours of relevant training
Work Experience :	2 years of relevant experience
Competency :	N/A

Instructions/Remarks :

The Western Philippines University recruitment, selection, and placement process adheres to the principle of equal employment opportunities for all without discriminating job seekers due to age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Interested and qualified applicants should signify their interest in writing addressed to DR. AMABEL S. LIAO, WPU President. Attach the following documents to the application letter and send to the address below not later than March 18, 2024.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records and Diploma;
5. Photocopy of certificate of employment (if applicable); and
6. Photocopy of certificate of trainings and seminars attended (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

AILENE G. FERRIOL

Administrative Officer V, HRMO

San Juan, Aborlan, Palawan

hrmo@wpu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : March 05, 2024

Closing Date : March 18, 2024