

Place of Assignment :	Research, Development, and Publication Office
Position Title :	Administrative Assistant III
Plantilla Item No. :	WPUB-ADAS3-2-2025
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 23,226.00
Eligibility :	Career Service (Subprofessional)/First Level Eligibility
Education :	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Training :	4 Hours of Relevant Training
Work Experience :	1 Year of Relevant Experience
Competency :	N/A

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the

following documents to the application letter and send these to the address below not later than January 19, 2026.

1. Fully accomplished Personal Data Sheet (PDS) including Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed; notarized or duly administered by an authorized administering officer;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license;
4. Hard copy or electronic copy of Transcript of Records and Diploma (if available);
5. Hard copy or electronic copy of Certificate of Employment and/or Service Record; and
6. Hard copy or electronic copy of certificate of trainings and seminars attended relevant to the position.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous

communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to

Equal Opportunities for Employment Principle (EOP).

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

VINA KARINA D. BAACO

Administrative Officer V

San Juan, Aborlan, Palawan

09998806357/wpuhrmdo@wpu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 08, 2026

Closing Date : January 19, 2026