

PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
POSTED : AUGUST 16, 2019

POSITION TITLE : ADMINISTRATIVE ASSISTANT II
PLACE OF ASSIGNMENT : AFMS
ITEM NO. : PSCOMB-ADAS2-15-2004
SALARY GRADE : 8
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Completion of two (2) years in college
EXPERIENCE : One year relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Career Service (Sub-Professional) / 1st Level Eligibility

Interested and qualified applicants must submit personally or thru e-mail the following documents until August 28, 2019.

1. Application letter indicating the position you're applying for. Kindly address your application letter to:
HON. WILLIAM I. RAMIREZ
2. Duly accomplished Personal Data Sheet [CSC Form No. 212 (revised 2017)]
3. Authenticated copy of Civil Service eligibility
4. Must be able to present the original and submit the photocopy of the following:
 - a. Transcript of Records
 - b. Diploma
 - c. Service record (if previously employed in the government)
 - d. Certificate of employment from previous employer/s (if previously employed)
 - e. Certificate of trainings/seminars attended (if any)
 - f. NBI/Police Clearance

Applicants may e-mail all their application together with the scanned copy of the required documents to hr@psc.gov.ph