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| Place of Assignment : | Credit and Collection |
| Position Title : | Administrative Aide III (Clerk I) |
| Plantilla Item No. : | WVSUB-ADA3-23-2004 |
| Salary/Job/Pay Grade : | 3 |
| Monthly Salary : | Php 14,678.00 |
| Eligibility : | Career Service (Sub-professional)/ First Level Eligibility |
| Education : | Completion of two-year studies in college |
| Training : | None Required |
| Work Experience : | None Required |
| Competency : | * Must be computer literate * Can work with minimal supervision * Honest, dedicated and hardworking * Excellent oral and written communication skills. * Organized and detail-oriented. * Trustworthy * Discreet in handling sensitive/confidential information. * Excellent customer service skills * Experience in handling accounts receivables is an advantage |

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 23, 2023.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) downloadable at www.csc.gov.ph;
Notarized PDS for online applicants
2. Work Experience Sheet (downloadable at CSC website and if applicable);
3. Photocopy of Transcript of Records/Diploma;
4. Photocopy of certificate of eligibility/rating;
5. Certificate of units earned/TOR/Diploma for those with Master's Degree;
6. Certificate of Employment or Service Record (if applicable);
7. Performance Evaluation in the last rating period (if applicable);
8. Certificate of trainings/seminars attended, arranged according to date from recent to past (if applicable);
9. Updated PRC ID/License (if applicable).

NOTE: 1. FOR ONLINE APPLICANTS:PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR IN THE SUBJECT FIELD.

2. FOR WALK-IN APPLICANTS: BRING ALL THE ORIGINAL DOCUMENTS FOR

VERIFICATION PURPOSES.

WVSUMC assures that there shall be no discrimination in the selection of personnel on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, or other similar factors /personal circumstances, provided they meet the minimum requirements of the position to be filled. QUALIFIED APPLICANTS are advised to address their application to:

DR. DAVE ENDEL R. GELITO, III, MM, FPCS, FPSGS, FPALES

OIC Medical Center Chief

West Visayas State University Medical Center

E. Lopez St., Jaro, Iloilo City

and hand in/send thru courier/email to:

HUMAN RESOURCE MANAGEMENT OFFICE

West Visayas State University Medical Center

E. Lopez St., Jaro, Iloilo City

mc-hrmpsb@wvsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 09, 2023

Closing Date : May 23, 2023