

Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Regional Office No. V
Regional Government Center, Rawis, Legazpi City

**HIRING OF ONE (1) ADMINISTRATIVE ASSISTANT
(CONTRACT OF SERVICE)**


Qualification Standard:

- Education : Graduate of Bachelor of Science in Accountancy/
Bachelor of Science in Management and Accounting
- Experience : With one (1) – year relevant experience
- Knowledgeable in MS Office applications

Applicants may submit applications not later than November 6, 2017 at the Personnel Unit, MGB RO-V, Rawis, Legazpi City together with the following documents/requirements:

1. Application Letter;
2. Comprehensive Resume or Personal Data Sheet (CS Form 212), Revised 2017;
3. Authenticated copy of Transcript of Records/Diploma;
4. CSC Eligibility, if any;
5. NBI Clearance;
6. TIN;
7. Community Tax Certificate;
8. Certification of previous employment;
9. Certification of training/seminars attended; and
10. Other relevant documents.

Approved for posting:


GUILLERMO A. MOLINA, JR. IV
OIC, Office of the Regional Director