

WE'RE HIRING

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) SG-9

QUALIFICATIONS:

- ✓ Completion of two (2) years studies in college
- ✓ Four (4) hours of relevant training
- ✓ One (1) year of relevant experience
- ✓ Career Service (Subprofessional) First Level Eligibility

REQUIREMENTS:

1. Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City. Job description is available at <https://pced.gov.ph>.
2. Fully accomplished and signed PERSONAL DATA SHEET (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017); and signed WORK EXPERIENCE SHEET (as attachment to PDS) to also include relevant experiences in bookkeeping, coordination, monitoring, etc. and a team player;
3. Performance rating in the last rating period (if applicable) (for government employees including Job Orders and Contract of Service);
4. Photocopy of certificate of eligibility/rating/license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System;
5. Photocopy of Certificates of Trainings/Seminars attended, if applicable;
6. Photocopy of Certificate of Employment with actual duties and responsibilities;
7. Photocopy of Transcript of Records and Diploma.

Interested and qualified applicants should signify their interest in writing. Attach the required documents to the application letter and send to the address below not later than **May 23, 2025**.

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

DR. SARAH LYNNE S. DAWAY-DUCANES
Division Chief
Encarnacion Hall, U.P. School of Economics
Diliman, Quezon City
info@pced.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED