

## VACANT POSITION DETAILS

### ADMINISTRATIVE ASSISTANT II

<b>Place of Assignment:</b>	Hospital Management Office - Gov. Niel D. Tupas Sr. District Hospital
<b>Plantilla Item No./s:</b>	50
<b>Salary/Job/Pay Grade:</b>	8
<b>Monthly Salary:</b>	21,448.00
<b>Eligibility:</b>	Career Service (Subprofessional) /First Level Eligibility
<b>Education:</b>	Completion of two years studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)
<b>Training:</b>	4 hours of relevant training
<b>Work Experience:</b>	1 year of relevant experience
<b>Competency:</b>	1. Managing Work (3) 2. Effective Written and Oral Communication Skills (3) 3. Records Management (3) 4. Interpersonal Communication Skills (2)
<b>Posting Date:</b>	April 30, 2026
<b>Closing Date:</b>	May 22, 2026

### 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 22, 2026.

### QUALIFIED APPLICANTS ARE ADVISED TO PREPARE THE FOLLOWING DOCUMENTS LISTED BELOW AND MUST BE READY FOR SUBMISSION UPON REQUEST

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017), downloadable at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility, rating, or license;
4. Photocopy of Transcript of Records; and
5. Photocopy of certificate of relevant trainings.

### APPLICATION ADDRESS

**QUALIFIED APPLICANTS** are advised to prepare an application letter addressed to:

**ARTHUR R. DEFENSOR JR.**

**Governor**

Iloilo Provincial Capitol, Bonifacio Drive, Iloilo City  
or hand in, send through courier, or email to the:  
Human Resource Management & Development Office  
3rd Floor, Iloilo Provincial Capitol

### APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This office highly encourages interested and qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity, filiation, political affiliation, or other similar personal circumstances that run counter to the principles of merit, fitness for the job, and equal opportunity.