



VACANT POSITION DETAILS

ADMINISTRATIVE ASSISTANT II

Place of Assignment:	Provincial Education Management Office
Plantilla Item No./s:	2
Salary/Job/Pay Grade:	8
Monthly Salary:	22,423.00
Eligibility:	Career Service (Subprofessional) /First Level Eligibility
Education:	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)
Training:	4 hours of relevant training
Work Experience:	1 year of relevant experience
Competency:	1. Managing Work (3) 2. Effective Written and Oral Communication Skills (3) 3. Records Management (3) 4. Interpersonal Communication Skills (2)
Posting Date:	August 24, 2026
Closing Date:	September 15, 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 September 15, 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;
- 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.