

WE ARE HIRING EXECUTIVE CLERK TO THE OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER

DEADLINE : 20 JUNE 2025

HRD-NOV-2025-111

Job Level 8, PhP 678.20/day
Fixed-term Employment

Qualified applicants are requested to
PERSONALLY SUBMIT the following to the
HRD on or before: 20 JUNE 2025:

1. Application letter: Addressed to the: President and CEO Manjit T. Singh Reandi
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS) with three (3) character reference with email addresses and contact numbers. PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable
6. Transcript of Records)
7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

Qualification Standards

EDUCATION: *Bachelor's Degree*

EXPERIENCE: *None required*

TRAINING: *None required*

OTHER REQUIREMENT: *Knowledgeable in Microsoft Office and various Google tools*

General Duties and Responsibilities

1. Assists in the routing (physical and via Document Tracking System) of the official communications and documents to and from the Office of the President and Chief Executive Officer (OPCEO).
2. Assists in the monitoring and/or provides required actions from the OPCEO in the Human Resource Information System (HRIS).
3. Provides overall coordination and assistance in the day-to-day operations of the OPCEO.
4. Provides administrative support to the OPCEO.
5. Maintain a systematic file of all official documents.
6. Performs other related functions assigned from time to time.