

WE ARE HIRING — **BOARD COMMITTEE SECRETARY/ BOARD AFFAIRS COORDINATOR**

DEADLINE : 02 JULY 2025

HRD-NOV-2025-120

**Job Level 9, PhP 833.04/day
Fixed-term Employment**

Qualification Standards

Education: *Bachelor's Degree relevant to the job*

Experience: *Experience in secretariat work, or administrative support or executive assistance in a government agency or GOCC is an advantage.*

Other Requirements: *Strong organizational, communication, and writing skills. Proficiency in office software (e.g., Microsoft Office, Google Workspace) and virtual meeting platforms.*

High level of discretion and professionalism in handling confidential matters.

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 02 JULY 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 at least 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**

General Duties and Responsibilities

1. Coordinate hotel accommodations and transportation requirements for members of the Board of Directors attending meetings or official functions.
2. Facilitate the procurement of hotel accommodations and meals for Board meetings and official activities, including coordination with suppliers or service providers, and preparation of necessary requests subject to the approval and processing by the Assistant Board Secretary and Board Secretary.
3. Maintain a calendar and checklist of Board logistical needs including lodging, catering, and venue-related arrangements.
4. Assist in the preparation and monitoring of reimbursement requests for Board-related expenses, in coordination with the Finance Department.
5. Track the status of submitted reimbursement claims and ensure supporting documents are complete and properly filed.
6. Provide on-site support during Board and Committee meetings, ensuring that meeting venues, meals, and other logistics are in place and Directors' needs are addressed.
7. Act as liaison with hotels, restaurants, caterers, and other vendors for bookings and service coordination, as cleared by the Board Secretary.
8. Maintain confidentiality and discretion in handling any information or requests concerning the Directors.
9. Coordinate closely with the Assistant Board Secretary and OCS Clerk to avoid duplication and ensure efficiency in board affairs management.
10. Performs other functions that may be assigned from time to time.

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law