

WE ARE HIRING

# BOARD COMMITTEE SECRETARY

DEADLINE : 05 AUGUST 2025

HRD-NOV-2025-146

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 05 AUGUST 2025:**

1.Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

Attention: HR Officer Avigale C. Villanueva

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**

## General Duties and Responsibilities

- 1.Assist the Committee Chairperson and the Board Secretary in planning and scheduling committee meetings.
- 2.Draft and coordinate the dissemination of committee notices, agendas, and relevant materials for review by the Assistant Board Secretary or Board Secretary, and for approval by the Committee Chairperson.
- 3.Take meeting notes and prepare draft minutes of Committee meetings for review and clearance by the Assistant Board Secretary or Board Secretary.
- 4.Route draft minutes for review and coordinate the final approval of the Committees.
- 5.Monitor and document the implementation status of committee resolutions and directives, and provide timely updates to the Board Secretary.
- 6.Maintain a tracking system for committee action items, reports due, and deliverables from Management.
- 7.Coordinate with concerned departments for the timely submission of reports, presentations, or other documents required by the committee.
- 8.Serve as the primary liaison between the assigned Committee and the OCS.
- 9.Relay committee recommendations and actions to relevant offices or departments upon instruction from the Board Secretary and Committee Chairperson.
- 10.Assist in the preparation of Committee Highlights and Pending Matters, Annual Reports, and summary documents to be elevated to the full Board.
- 11.Organize logistical requirements for committee meetings (e.g., venue reservation, virtual platform setup), in coordination with the other OCS personnel, as needed.
- 12.Uphold strict confidentiality and ensure secure handling of all committee-related records, documents, and proceedings.
- 13.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*