



Administrative Assistant III

Salary Grade: 9

Item Number: PHILSAB-ADAS3-12-2020

Division: General Services Division

Minimum Qualification Standards:

Education: Completion of two-year studies in college or high school graduate with relevant vocational/trade course

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Relevant MC 11 s. 1996 or Career Service Sub-professional/
First Level Eligibility

Duties and Responsibilities:

1. Provide administrative, secretarial and clerical support to the Chief Administrative Officer and the division by performing the Standard Administrative Assistance Tasks (SAAT);
2. Facilitate the undertaking of Complete Staff Work (CSW) on matters requiring the attention of the Division Chief prior to submission;
3. Coordinate with suppliers, clients, internal units and oversight agencies such as the DBM, COA, among others;
4. Coordinate the preparation and submission of the Project Procurement Management Plan (PPMP) and Purchase Requests (PR) of the Division;
5. Perform messenger and clerical functions in support of building administration, property and supply control, inventory, and disposal activities;
6. Assist in the conduct of physical tagging and tracking assets for inventory and disposal;
7. Enhance and grow professional know-how and linkages by attending educational workshops, establishing personal networks, participating in professional societies, and reviewing relevant publications, as applicable; and
8. Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational background:

- A graduate of Business Administration, Office Management, and other similar courses.

Experience and training background:

- With work experience in purchasing and inventory management;
- Knowledgeable and familiar with RA 9184 requirements; and
- Organized and demonstrate strong written and oral communication skills.



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