

Administrative Assistant III

Bureau : Bureau of Copyright and Other Related Rights
Section/Division : Research Division
Item No. : IPOB-ADA3-45-2015 / SG-6
Basic Salary : Php17,431.00

Deadline for submission of applications: March 23, 2017

Duties in the Bureau

Under general supervision:

- Operates computer equipment, especially the CPU and peripheral devices such as printers, scanners, communication equipment, tape drives, disk drives and plotters;
 - Performs hands on computer jobs such as word processing, graphics, etc. in the preparation of final orders, decisions and notices for mailing and in the preparation of monthly, quarterly and yearly report;
 - Assists managerial and technical staff in handling the software operations of existing information system and/or making back-up of stored electronic data;
 - Generally carries out clerical tasks as may be assigned by superiors or technical staff of the Division;
 - Takes care of the incoming and outgoing documents/communications from the Division;
 - Performs such other functions or tasks which may be assigned by the superiors, specially those which concern the operations or functions of the Bureau or the IPO.
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Basic Qualifications:

1. Completion of 2 years studies in College
 2. 1 year of relevant experience
 3. 4 hours of relevant training
 4. CS SubProfessional
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Requirements:

Application letter (indicating the position being applied for)*;

Comprehensive Resume with picture (photocopied/scanned pictures are not allowed)*;

Duly accomplished Personal Data Sheet (PDS) with recent passport-sized ID photo (CSC Form 212)*/**;

Proof of CSC and/or RA 1080 eligibility/ies*;

Academic credentials: Transcript of Records, Diploma, Certificates*;

NBI Clearance

Additional requirements for those currently employed in government service:

Performance Rating for January to June and July to December 2015 rating periods*;

Certificate/s of Seminars/Trainings Attended, when applicable;

Certificate/s of Employment stating the actual duties and responsibilities/Service Record, if applicable;

Clearance/authority to transfer, if applicable.

**Initial documentary requirements needed for applicants to undergo interview, psychological and technical examination. During deliberations, only those with complete documents shall be considered by the Intellectual Property Office of the Philippines-Personnel Selection Board (IPOP/PHL-PSB).*

***PDS - available at HRDD or you can print the electronic copy at www.csc.gov.ph*

Interested applicants must submit the documents to:

**Human Resource Development Division (HRDD)
2nd Floor Intellectual Property Center
28 Upper Mckinley Road, Mckinley Hill Town Center
Fort Bonifacio, Taguig City 1634**

Or email to:

hrd@ipophil.gov.ph
Email attachments must be submitted in A4 size using applicable formats (pdf, doc, docx, xls, xlsx).

For inquiries:

**Please call 238-6300 loc. 6301 to 6303
look for Ms. Jang**