

Administrative Assistant III

Bureau : Financial, Management and Administrative Service
Section/Division : Patent and Trademark Administrative Services Division
Item No. : IPOB-ADA3-30-2010 / SG-6
Basic Salary : Php17,431.00

Deadline for submission of applications: March 23, 2017

Duties in the Bureau

- Operates the computer equipment, specially its CPU (central processing unit) and peripheral devices such as printers, scanners, communication equipment, tape 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
 - Assists the management and technical staff in handling software operations of existing information systems and/or making back-up of electronic stored data;
 - Receives and releases communications and papers.
 - Generally carries out clerical tasks as may be assigned by the management of technical staff; and
 - Performs such other duties that may be assigned from time to time.
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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 ; Data Encoder (MC 11,s.96-Cat. I) 1st level Eligibility
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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

INTELLECTUAL PROPERTY OFFICE OF THE PHILIPPINES
