

# **Philippine Institute for Development Studies**

18<sup>th</sup> Floor, Three Cyberpod Centris-North Tower

EDSA cor. Quezon Ave., Quezon City

## **EMPLOYMENT NOTICE**

The Philippine Institute for Development Studies (PIDS), a non-stock, non-profit government corporation engaged in the conduct of long-term policy-oriented research, is now considering applicants for the position of one (1) **Administrative Aide IV (Item No. AFD 15)** with the following qualifications:

- Elementary School Graduate;
- Desirable Qualifications: *With professional driver's license; preferably with a minimum of two (2) years' experience in driving; has basic knowledge in vehicle troubleshooting; reliable; willing to work in extended hours; and has positive work attitude.*

The position is Salary Grade (SG) 4 at P 12,155.00 per month and the nature of appointment is Permanent. Interested parties shall forward their information sheet, curriculum vitae, transcript of grades or true copy of grades, and three (3) character references. We will appreciate it if applications will be sent thru e-mail at [gremorin@mail.pids.gov.ph](mailto:gremorin@mail.pids.gov.ph). Otherwise, please send the requirements indicated above to the following address not later than **March 28, 2017**:

**The Director for Operations and Finance  
Philippine Institute for Development Studies  
18<sup>th</sup> Floor, Three Cyberpod Centris  
EDSA cor. Quezon Ave., Quezon City**