

NOTICE OF CONTRACT OF SERVICE VACANCY February 10, 2025

Position Title : **One (1) Administrative Assistant - Contract of Service**

Contract Duration : **Actual Start Date until March 31, 2025**

Salary : **PHP 29,257.20 per month**

Project : **PIDS In-House Project titled "Administrative Support to All PIDS Projects"**

Qualifications:

- Completion of at least two (2) years in college
- Eight (8) hours of relevant training
- Two (2) years of relevant experience

Scope of Work:

Under the supervision of Division Chief of Finance Division, the Administrative Assistant is expected to undertake the following tasks/activities:

1. Assist the Cashier III in the following:

- a. Maintaining logbooks of checks issued for both in-house and externally funded projects;
- b. Recording client satisfaction survey results pertaining to check release;
- c. Organizing vouchers and supporting documents for timely transmission to the Commission on Audit;
- d. Monitoring the timely submission of acknowledgement receipts and service invoices by contract of service workers;
- e. Communicating with consultants and suppliers regarding payment availability and any outstanding documentary requirements; and
- f. Maintaining accurate and organized records related to PIDS cash management, including cancelled checks and signed reports.

2. Assist the Budget Officer in the following:

- a. Preparing and encoding of Department of Energy's Fuel and Electricity Reports;
- b. Organizing and compiling budget documents required by the DBM and Congress during budget preparation; and
- c. Filing budget-related reports and records.

3. Perform other related duties as assigned by the Division Chief of the Finance Division or the Department Manager of the AFD, commensurate with the Administrative Assistant's responsibilities and salary grade.



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Requirements:

1. Application letter addressed to PIDS President
2. Certificate of Civil Service Eligibility/ PRC
- Optional
3. Performance Evaluation from the last rating period
(if coming from another government agency)
4. Personal Data Sheet
5. PIDS Information Sheet
6. Training Certificates
7. Transcript of Records
8. Updated Resume/CV
9. Work Experience Sheet

Interested and qualified applicants may submit their requirements at <https://recruitment.pids.gov.ph/>. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : **February 17, 2025**