

<b>POSITION</b>	<b>Administrative Officer III</b>
<b>No. of Vacancies</b>	2
<b>Salary Grade</b>	18
<b>Place of Assignment</b>	District Office I - Admin. & General Services; District Office III - Admin. & General Services (Region XIII-NCR)
<b>Item Number</b>	13-973; 13-974
<b>General Function</b>	Responsible for providing assistance to the District Manager on programs pertaining to Human Resource Management and as well as physical resource management.
<b>Qualification Standards</b>	<u>Education:</u>  Bachelor's degree
	<u>Experience:</u>  2 years of relevant experience
	<u>Training:</u>  8 hours of relevant training
	<u>Eligibility:</u>  Career Service Professional/Second Level Eligibility