

# Job Order Worker Vacancies

As of November 23, 2021

Number of Vacancy: **One (1) Job Order Worker (Administrative Staff)**

Place of Assignment: Personnel Division

Education: Bachelor's Degree (Preferably Management and IT related courses)

## **Duties and Responsibilities:**

1. Assists on HR related transactions
2. Performs such other duties that may be assigned from time to time.

Preferably within Manila and Pasay residence

Interested applicants should signify their interest in writing. Attach the following documentary requirements and send to the email address below not later than **December 3, 2021**.

1. Application letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) together with the Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)

Interested applicants are advised to send their application and address their letter to:

  
**Ms. HEDELIZA Q. ENCABO**  
Acting Chief, Personnel Division  
DOJ - Padre Faura St. Ermita, Manila  
[dojmain.application@gmail.com](mailto:dojmain.application@gmail.com)

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