



*Kaagapay ng Komunidad sa Maginhawang Pamumuhay*

TO : **ALL EMPLOYEES**

FROM : **THE PRESIDENT & CEO**

DATE : **13 AUGUST 2024**

REFERENCE : **HR – 2024 – 125**

SUBJECT : **VACANT POSITION AS OF 13 AUGUST 2024**

Please be informed of the vacant plantilla position below and its corresponding qualification requirements:

ITEM NO.	JG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
36	10 (SG 17)	<b>Executive Assistant II (Engineer)</b>	Recovery Projects Group	Licensed Civil/ Geodetic/Structural Engineer Bachelor's degree in Civil/Geodetic/ Structural Engineering	2 years of relevant work experience preferably in construction	8 hours of relevant training

If interested, kindly submit an **application letter with updated resume, Transcript of Records, and training certificates** which will aid HRDD in the evaluation of your application. Deadline for submission of application is five working days from date of posting.

SHFC's Recruitment and Promotion policies follow the principle of Equal Opportunity: there shall be no discrimination towards any applicant or employee on account of age, sex, civil status, religion, disability, ethnicity, or political affiliation.

For further queries, you may contact HRDD at (0917) 561 7280 / (0956) 099 9912 or shfc.recruitment3@gmail.com.

 **FEDERICO A. LAXA**  
President & CEO

