



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



TO : **ALL EMPLOYEES**
FROM : **THE PRESIDENT & CEO**
DATE : **19 JANUARY 2023**
REFERENCE : **HR – 2023 – 97**
SUBJECT : **VACANT POSITION AS OF 19 JANUARY 2023**

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

ITEM NO.	SG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
78	8	Administrative Assistant I	LCMP to be assigned under HRSB	Bachelor's degree relevant to the job	None required	None required

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