



*Kaagapay ng Komunidad sa Maginhawang Pamumuhay*



TO : ALL EMPLOYEES  
FROM : THE PRESIDENT  
DATE : 11 APRIL 2022  
REFERENCE : HR – 2022 – 81  
SUBJECT : VACANT POSITION AS OF 8 APRIL 2022

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

ITEM NO.	SG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
171	17	Executive Assistant II	Program Development and Enhancement Group	Bachelor's degree relevant to the job	At least 4 years of work experience in gender and development	4 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.

For further queries, you may contact HRDD at (0917) 561 7280 / (0956) 099 9912 or [recruitment.shfchr@gmail.com](mailto:recruitment.shfchr@gmail.com)

**ATTY. ARNOLFO RICARDO B. CABLING**  
President