

ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER I)

Salary Grade : 7

Salary : PHP 15,254.00 / month

PERA : PHP 2,000.00 / month

Employment Status : PERMANENT

Education : Completion of two year studies in college

Experience : None Required

Training : None Required

Eligibility: Career Service (Subprofessional) First Level Eligibility

Place of Assignment: CBAA – Mindanao Field Office

Interested applicants please bring the ff. requirements: Personal Data Sheet (PDS) with recent passport picture (CS Form No. 212, Revised 2017), Transcript of Records, 2x2 photo, application letter, and certificate of eligibility/rating/license. Apply in person at:

CENTRAL BOARD OF ASSESSMENT APPEALS

7F EDPC Bldg., Bangko Sentral ng Pilipinas Complex

Roxas Blvd., Manila

Tel. (02) 525-1411 / 526-7485

Email contact@cbaa.gov.ph / records@cbaa.gov.ph

Look for: Ms. Rona D.S. Palomares