

## **JOB OPENING**

<b>POSITION</b>	:	<b><i>Shared Service Facility (SSF) Support Staff</i></b>
Place of Assignment	:	DTI Rizal Provincial Office
Status of Employment	:	Contract of Service (CoS)
Salary	:	Php 858.00/day

### **QUALIFICATION STANDARDS**

- With at least 1-year relevant work experience
- With Civil Service Professional Eligibility
- Good interpersonal skills, especially in handling people's organizations with various cultural backgrounds; government, private and marginalized sector
- Must be computer literate, familiar on MS Office.
- Must be good in written and oral communications
- Familiar with planning, implementation, monitoring and evaluation of development programs.
- Must be willing to do field work.

Qualified candidates will go through assessment steps which include technical examination and interview.

Please submit the following requirements:

- Application Letter;
- Comprehensive Resume with recent picture;
- Personal Data Sheet;
- Copy of Transcript of Records and Diploma (Bachelor's and Master's Degree);
- Copy of Certificate of Career Service Professional Eligibility;
- Certificate of Employment from previous employers, if any;
- Copy of Relevant Training Certificates;

QUALIFIED APPLICANTS are advised to hand in or send through email their application to:

DTI Rizal Provincial Office:

### **DESIDERIO G. JURADO III**

Provincial Director

2<sup>nd</sup> Flr. #83 Circumferential Road cor. Sto. Niño St. Brgy. San Jose, Antipolo City

Email address: [r04a.rizal@dti.gov.ph](mailto:r04a.rizal@dti.gov.ph)

Tel: 7744-1391/8630-6891

For details, please contact Ms. Rona Joy D. San Jose at Mobile No. 0908-818-9053 and email [r04a.rizal@dti.gov.ph](mailto:r04a.rizal@dti.gov.ph)

Applications with incomplete documents shall not be entertained. Deadline of submission of application is on or before **August 23, 2021**.

**RIZAL PROVINCIAL OFFICE**  
Certified ISO 9001:2015