

**WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION**

**Position Title** : **DATA ENCODER (CASUAL)**  
**SG-7, Php 693.36.00/day**  
**Location** : **NIA R3 - BULO SRIP**  
**(TO BE ASSIGNED IN SAN MIGUEL, BULACAN)**

**I. Minimum Qualification Requirements:**

**Education** : Completion of two years studies in college or High School Graduate with relevant vocational/trade course  
**Experience** : None Required  
**Training** : None Required  
**Eligibility** : Career Service Subprofessional  
 Data Encoder (MC 11 s 96 Cat I)  
 First Level Eligibility

**II. Duties & Responsibilities:**

- Encode variety of correspondence, reports, memoranda, etc.;
- Receive, record official communications/correspondence and check as to completeness of attachments/enclosures;
- Prepare and submit routine correspondence, documents, etc to pertinent offices;
- File and maintain records/documents;
- Follow-up request; reproduce and certify copies of correspondence/documents as per request;
- Perform other related functions.

**III. Assessment Process**

1. Initial Assessment Steps
  - a. AFD-AS Pre-Screening
  - b. Personnel Selection Board (PSB) Screening
2. Further Assessment Steps
  - a. Work-related Written examinations
  - b. Panel Interview
  - c. Other related tests, i.e., IQ Test / Personality Test, as deemed necessary

**IV. Documentary Requirements:**

- All interested qualified applicants shall submit the following to the Office of the RIM, Tambubong, San Rafael, Bulacan:
  - a. Letter of Application for submission not later than AUGUST 15, 2019;
  - b. Updated Personal Data Sheet with Work Experience (CSC Form 212 and Attachment);
  - c. Copy of Authenticated Certificate of Eligibility/Rating/License;
  - d. Medical Certificate (CSC Form 211, Revised 2018);
  - e. Copy of Certificate of Live Birth;
  - f. Copy of Marriage Contract/Certificate;
  - g. NBI Clearance (for New/Original Appointment);
  - h. Performance Rating for the last semester / rating period ended; (if applicable);
  - i. Scholastic/Academic Record (Diploma and Transcript of Records);
  - j. Photocopies of certificates of trainings / seminars attended (if applicable);

**V. Other Related Information:**

- Candidate/s found by the PSB to have met the minimum qualification requirements (Item I) and have successfully hurdled the Assessment Process (Item III) will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

**JOSEPHINE B. SALAZAR**  
 Regional Manager