



Republic of the Philippines

Philippine Economic Zone Authority

NOTICE OF VACANCY

Date of Publication: January 17, 2024



Position Title	Plantilla Item Number	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment	Applications should be addressed to:
				Education	Work Experience	Training	Eligibility		
Executive Assistant V	162	24	Php 90,078.00	Bachelor's Degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional); Second Level Eligibility	PEZA Head Office - Office of the Deputy Director General for Operations	<p>Ms. Joy Anne N. Garcia Department Manager III Human Resource Development Department</p> <p>recruitment@peza.gov.ph</p>

APPLICATION PROCEDURE

In view of the current working conditions and health protocols, interested and qualified applicants should submit/email the following documents not later than **January 27, 2024**:

1. Application Letter/Letter of Intent specifying the position title, plantilla item number and place of assignment addressed to the appropriate officer stated above.
2. Updated, fully and properly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017, with signature on every page, latest passport-sized picture and thumbmark) Downloadable here: <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
3. Updated Work Experience Sheet (Attachment to the Personal Data Sheet) *Downloadable here: <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
4. Certificate of Employment from current and previous employers
5. Updated Service Record (for applicants with government service)
6. Memorandum of Agreement or Contract (for applicants with Job Order and/or Contract of Service employment)
7. Scanned Copy of Diploma
8. Scanned Copy of Transcript of Records (TOR)
9. Scanned Copy of Valid Professional Regulation Commission (PRC) License or Integrated Bar of the Philippines (IBP) License (if applicable)
10. Scanned Copy of CSC Certificate of Eligibility/PRC Ratings/PRC Certificate of Registration/BAR Ratings/Certificate
11. Scanned Copy of Valid Driver's License (for Driver applicants only)

12. Scanned Copy of Training Certificates (relevant to the position applying for) as indicated on the PDS (training certificates obtained during College and internship will not be counted in the evaluation)
13. Scanned Copy of Individual Performance Commitment Review (IPCR) Form for the last two (2) consecutive rating periods (for government employees)

ADDITIONAL REQUIREMENTS FOR SUPERVISORY/MANAGERIAL POSITIONS (Salary Grade 24 and up)

1. Proof of Supervisory/Managerial Experience - Scanned Copy of Certificate of Employment, Special Order/Office Order/Memorandum
2. Scanned Copy of Master's Degree Diploma or Certificate in Leadership & Management from CSC (CPRO)
3. Scanned Copy of Master's Degree Transcript of Records (TOR)
4. Scanned Copy of Training Certificates for leadership/supervisory/managerial trainings/seminars. Total training hours must be equivalent to the position being applied for.

IMPORTANT REMINDERS

1. Applicants must be Filipino citizens and must meet the minimum Qualification Standards (QS) of the vacant position/s being applied for.
2. Original and/or Certified True Copies of the abovementioned documents/requirements must be available once requested.
3. On the email subject, please indicate the position title, plantilla item number and place of assignment (e.g. Application for Attorney II, Item No. 123-4, Legal Affairs Group).
4. For applicants applying for various positions/plantilla item numbers, please send one email/application per position per plantilla item number.
5. Applications without specific position, plantilla item number and place of assignment indicated shall not be entertained/evaluated.
6. PDS and Work Experience Sheet must be typewritten/computerized.
7. Application files should be scanned individually and saved in PDF (.pdf) with proper file name using this format: Document Name_Lastname (e.g. PDS_Cruz; Diploma_Cruz, etc.). Documents in MS Excel/MS Word, image files (e.g. JPEG, PNG, etc.), Google Drive links and other formats will not be accepted.
8. Applications that are not addressed/emailed to the appropriate officer shall not be entertained/evaluated.
9. Applications that are incomprehensible and/or difficult to read/understand shall not be accepted.
10. Only documents received within the specified deadline shall be entertained/evaluated.
11. Only candidates who have been shortlisted will be notified to proceed with the recruitment process.

**APPLICATIONS WITH INCOMPLETE DETAILS AND DOCUMENTS
AND SUBMITTED BEYOND THE DEADLINE SHALL NOT BE ENTERTAINED/EVALUATED.**