

ADMINISTRATIVE ASSISTANT III***Job Vacancy**

Salary: SG 9 (PhP 23,226.00)

Item No: OSEC-DFAB-ADAS3-2-2004

Number of Vacant Position: One (1)

Place of Assignment: Department
Legislative Liaison Unit, DFA
Temporary Headquarters - Double
Dragon Tower, EDSA Ext., Pasay City

CSC Prescribed Qualification Standards:

Education: Completion of 2 years of college (prior to 2018), or High School Graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical-Vocational-Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)

Work Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

Preferred Qualification Standards:

Education: Bachelor's degree

Work Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

Interested applicants are requested to submit in PDF format the following requirements via email at hrmo.recruitment@dfa.gov.ph and write in the subject line **ADAS III in DLLU:**

- Duly accomplished DFA application form with colored photo (https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf)
- Duly accomplished Work Experience Sheet (<https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>)
- Updated resumé
- Copy of professional or second level civil service eligibility
- Copy of transcript of records and diploma
- Copy/ies of relevant in-service training certificates
- Valid NBI clearance (or proof of renewal or new application)

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.



Additional Qualifications:

- ❖ Good written and oral communication skills

General Functions of the Position:

- ❖ Assistant for Consular and Assistance-to-Nationals (ATN) endorsements
- ❖ Assists the Head of Office in the day-to-day official tasks such as by updating the latter's schedules of official meetings, functions, and events; and
- ❖ Provides personalized support for other employees in the office.

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

Incomplete submission of documents will not be accepted/processed.

The most qualified applicants will be invited for a test and interview at the email address indicated in their application form.

Deadline of submission of application is on 18 August 2025 at 5:00 P.M.

***Position is not eligible for foreign assignment**