

# WE ARE HIRING



## QUALIFICATIONS

- Completion of 2 years studies in College
- Relevant experience is preferred

## TECHNICAL SERVICES



1 VACANT POSITION

## PLACE OF ASSIGNMENT

**International Press Center (IPC)  
Intramuros, Manila**

## JOB TYPE

**Contract of Service**

## DUTIES AND RESPONSIBILITIES

1. Performs administrative and clerical work;
2. Keeps and maintain records of active files or media coverage documents, supplies, and logistics requirements of the MARD officer and staff; and
3. Performs other duties as may be assigned by immediate supervisors.

Interested and qualified applicants should signify their interest in writing and submit their application letter attached with a fully accomplished PERSONAL DATA SHEET (PDS) (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) to:

**Mr. Timothy Paul T. Javier**

Head, HRMS

PCO-NIB Bldg., Malacanang Compound, Manila

1005 recruitment@nib.gov.ph

**APPLY NOW**

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1 VACANT POSITION

## PLACE OF ASSIGNMENT

Human Resource Management Section  
News and Information Bureau Bldg,  
Malacañang compound, Manila

## JOB TYPE

Contract of Service

## DUTIES AND RESPONSIBILITIES

1. Responsible for:
  - Internship Program
  - Sorting/organizing of 201 files
  - Maintenance of HRMS database
2. Performs other duties as may be assigned by immediate supervisors.

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## TECHNICAL SERVICES



1 VACANT POSITION

## PLACE OF ASSIGNMENT

**Planning Section**

**News and Information Bureau Bldg,  
Malacañang compound, Manila**

## JOB TYPE

**Contract of Service**

## DUTIES AND RESPONSIBILITES

1. Provides assistance to Planning Officer;
2. Encoding and preparation of reports relating to Planning Unit's function;
3. Assists in data gathering and documentation of various project proposals and plan; and
4. Performs other duties as may be assigned by immediate supervisors.

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