**TO:** ALL APPLICANTS  
This Region  

**FROM:** RD PONCIANO M. LIGUTOM  
DOLE RO VI, Iloilo City  

**DATE:** 16 April 2012  

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**POSITION TO BE FILLED**  
ADM. ASST. III SG – 9 (2 Anticipated Vacancies)  
DOLE RO VI  

**LOCATION**  
P 14,857.00 & P 2,000.00 PERA per month  

**SALARY ALLOWANCES**  

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**JOB DESCRIPTION:**  

1. Takes and transcribes verbatim notes of testimony and comments of witnesses, lawyers, hearing officers and judges in criminal, civil or administrative proceedings;  
2. Takes dictations from hearing officers as to decision or orders;  
3. Encodes/types decisions, pleadings, orders or any communication in prescribed forms;  
4. Takes dictation in more than one language/dialect and may act as interpreter in hearings;  
5. Prepares notices or subpoena;  
6. Performs highly skilled and responsible clerical works; and  
7. Performs such other functions as may be required by the supervisor.  

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**QUALIFICATION STANDARDS:**  

**EDUCATIONAL REQUIREMENT:**  
- Completion of two (2) years studies in college  

**EXPERIENCE REQUIREMENT:**  
- None required  

**TRAINING REQUIREMENT:**  
- None required  

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**CIVIL SERVICE ELIGIBILITY:**  
- Career Service Sub-Professional/Eligibility for First Level Position  

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**OTHER QUALIFICATIONS:**  

**DEADLINE FOR SUBMISSION:** 27 April 2012  

**ADDRESS TO:** The Chairman  
Selection Board  
DEPT. OF LABOR & EMPLOYMENT  
Region VI, Iloilo City  

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**SUPPORTING DOCUMENTS:**  
1. Personal Data Sheet (PDS);  
2. List of trng. indicating the no of trng hours;  
3. Latest Performance Evaluation Rating for 2 rating periods;  
4. Cert. of Masteral units earned, if any;  
5. Others: