

Position: EXECUTIVE ASSISTANT V

Place of Assignment: Office of the President

Salary Grade: 24

Monthly Salary: Php 83,406.00 + Allowance

Item Number: OP - 003

Qualification Standards:

- **Education:** Bachelor's Degree relevant to the job
- **Experience:** 4 years of relevant experience
- **Training:** 24 hours of relevant training
- **Eligibility:** Career Service Professional / Second Level Eligibility
- **Competencies:** Exemplifying Integrity and Professionalism, Strategic and Systems Thinking, Delivering Excellent Results, Fostering Teamwork, Building Collaborative, Inclusive, Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing a High Performing Organization

Job Responsibilities

- **Technical Competencies:** Business Writing, Documentation and Records Management, Computer Skills, Meeting Support Administration and Logistics and Support Administration
- Works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, coordinating and following up appropriately requirements needed by the President.
- Handles board secretariat matters, which include organization of monthly Board meetings, coordination and preparation of Board agenda, minutes, Board resolutions, Board folders, venue. Ensures highest level of attendance during Board meetings.
- Coordinates all logistics/ requirements of the CIC's monthly Board and Executive Committee meetings, including organizing meeting materials, conference call arrangements, venue, meals, etc.; assists Corporate Secretary in timely delivery of notice, Board agenda packages well in advance of Board meetings.
- Organizes compliance and corporate trainings of the Board of Directors.
- Assists in the safekeeping of board records, i.e., minutes, board resolutions, etc.
- Organizes travel arrangements /requirements for the President and other CIC executives.
- Handles guests' arrangements
- Handles Communication of the President
- Initiates and takes the lead in coordinating plans and scheduling of special projects (e.g. office relocation) that fall under the Office of the President
- Undertakes other related duties and projects that may be assigned from time to time

Interested and qualified applicants should signify their interest in writing. Kindly address your application letter to:

Jaime Casto Jose P. Garchitorea

President

Attn: Rodney Roy A. Valencia

Human Resource Management Officer IV

Finance and Administration Group

And include the following documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Job Description) which can be downloaded at www.csc.gov.ph;
2. Copy of certificates of trainings;
3. Performance rating in the present position for one (1) year (if applicable);
4. Copy of certificate of eligibility/rating/license; and
5. Copy of Transcript of Records.

Submit your application to **careers@creditinfo.gov.ph**. Subject portion of the e-mail should have the following format:

CV - [position being applied for]

NOTE: ONLY APPLICATIONS SENT THRU ABOVEMENTIONED E-MAIL ADDRESS SHALL BE ENTERTAINED. THOSE WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED.

Equal Employment Opportunity:

Credit Information Corporation welcomes diversity and inclusive workplace thus we do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, disability status, or any other applicable characteristics protected by law.