



Republic of the Philippines
Early Childhood Care and Development Council

4th Floor Belvedere Tower, No. 15 San Miguel Ave., Ortigas Center, Pasig City, 1605
 Contact & Fax No.: (02) 8571.4615 / 8571.6590 / 8571.6833 / 8571.8041
 Email Address: helpdesk@eccdcouncil.gov.ph | comms@eccdcouncil.gov.ph

POSITION TITLE	Administrative Assistant
STATUS	Contract of Service
MONTHLY SALARY	Php 19,000.00
OFFICE ASSIGNMENT	Quality Assurance – Accountability and Learning
MINIMUM QUALIFICATION STANDARDS	Education: Bachelors/College Degree Work Experience: None required Training: None required Eligibility: Career Service Professional / Second Level Eligibility (<i>Preferred but not required</i>)
JOB DESCRIPTION	<ul style="list-style-type: none"> • Data Processing and Documentation: <ul style="list-style-type: none"> ○ Review summary reports of recognition/accreditation results submitted by external evaluators through the Provincial/City Social Welfare and Development Offices (PSWDOs); ○ Encode and maintain an accurate record of recognition/accreditation results. ○ Input center profiles and lists of conferees into the database. • Certificate and Document Processing: <ul style="list-style-type: none"> ○ Process documents for conferment, ensuring compliance with required guidelines; and ○ Facilitate the preparation, verification, and printing of certificate for recognition and accreditation. • Training and Technical Support: <ul style="list-style-type: none"> ○ Assist in trainings and orientations for both internal and external evaluators by providing logistical and administrative support; and ○ Coordinate with relevant stakeholders to ensure smooth implementation of recognition and accreditation procedures.

For interested applicants, you may send the following documents through email not later than **(February 26, 2025)**. Applications with incomplete requirements and submitted beyond the deadline will not be entertained.

1. Application Letter stating the desired position addressed to **Ms. Necitas D. Largo – Chief Administrative Officer;**
2. Duly Accomplished Personal Data Sheet (CSC Form No.212) with latest passport size photo and thumbmark,
3. Work Experience Sheet (CSC Form No. 212 attachment)
4. Scanned copy of Transcript of Records and Diploma
5. Scanned copy of Certificates of training/seminar attended
6. Scanned copy of Certificate of Employment from the previous employers

Files should be in a PDF and must NOT be compressed into archive file formats such as RAR or ZIP. If applying for multiple positions, submit a separate set for each.

Any application emailed to hr@eccdcouncil.gov.ph shall use the email subject (Surname_Position Title), unless otherwise it will not be entertained nor processed.

Sample Email Subject:

- **CRUZ_ ACCT III**

Request for extension of submission and application with incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

*Qualified applicants will be notified thru text message and/or email.

Note: All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.