



Kaagapay ng Komunidad sa Maginhawang Pamumuhay

TO : ALL EMPLOYEES

FROM : THE PRESIDENT & CEO

DATE : 18 NOVEMBER 2024

REFERENCE : HR – 2024 – 131

SUBJECT : VACANT POSITION AS OF 18 NOVEMBER 2024

Please be informed of the vacant plantilla position below and its corresponding qualification requirements:

ITEM NO.	JG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
221	6 (SG 8)	Administrative Assistant I	DRCFGD to be assigned under the Cash Management Department	Completion of at least two years of college	1 year of related work experience	None required

If interested, kindly submit an **application letter with updated resume, Transcript of Records, and training certificates** which will aid HRDD in the evaluation of your application. Deadline for submission of application is five working days from date of posting.

SHFC’s Recruitment and Promotion policies follow the principle of Equal Opportunity: there shall be no discrimination towards any applicant or employee on account of age, sex, civil status, religion, disability, ethnicity, or political affiliation.

For further queries, you may contact HRDD at (0917) 561 7280 / (0956) 099 9912 or shfc.recruitment3@gmail.com.

 **FEDERICO A. LAXA**
President & CEO

