



# We're hiring!

## 2 ENCODERS

**Position:** (2) Encoders  
**Status:** Contract of Service (COS)  
**Salary:** 13,305.00  
**Office Assignment:** General Services Section and Supply Section  
Administrative Division, National Defense College of the  
Philippines, Camp Aguinaldo, Quezon City

### **Responsibilities:**

#### General Services Section:

- Assists in the daily operation of General Services Section such as:
  - ✓ Transportation/vehicle requests and operation monitoring;
  - ✓ Buildings and other facilities maintenance;
  - ✓ Coordination with Military Affairs and Security Division for the daily security monitoring and operation;
  - ✓ Ongoing projects of the College.
- Prepares disbursement vouchers and Completed Staff Work;
- Assists in updating weekly records and preparation of reports;
- Assists/supports in all activities of the College and;
- Performs related tasks as may be directed by the immediate supervisor and/or by the President, NDCCP.

#### Supply Section:

- Encoding of supplies inventory and reports;
- Maintenance of supply stock cards;
- Supply issuances;
- Perform other duties and responsibilities as may be directed by the Head, Supply Section, Chief, Administrative Division, and President, NDCCP;

### **Qualifications:**

- Education: Bachelor's degree

### **How to apply:**

Send your updated and duly accomplished Personal Data Sheet (PDS) and letter of intent addressed to LTGEN FERDINAND M CARTUJANO PAF (Ret), President, NDCCP to the HRMS, AD or email at [hr.ndcp17@gmail.com](mailto:hr.ndcp17@gmail.com) with not later than 24 February 2023 (Friday) 12:00 NN.