



**HEADQUARTERS**  
**ARMED FORCES OF THE PHILIPPINES**  
*Camp General Emilio Aguinaldo, Quezon City*



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**AFP RECRUITMENT PORTAL**

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- a. Place of Assignment: **OJ9**
- b. Position Title: **Administrative Assistant II (Clerk IV)**
- c. Plantilla Item No. : **AFP-GHQC-ADAS2-163-2013**
- d. Salary/Job/Pay Grade: **8**
- e. Monthly Salary: **Php 19,744.00**
- f. Eligibility: **Career Service (Sub-Professional) First Level Eligibility**
- g. Education: **Completion of two years studies in College**
- h. Training: **4 hours of relevant training**
- i. Special Qualifications:
- j. Work Experience: **1 year of relevant experience**
- k. Required Documents:
- l. Competency: **2**
- m. Online Application: <https://cpad.afp-recruitment.info>

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 31 Dec 2024.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**MS SHARON G ANTONIO**

Supervising Administrative Officer, CPMD, OTAG  
ARMED FORCES OF THE PHILIPPINES  
Gen Emilio Aguinaldo, Quezon City

Phone: 0000-000-0000

Email: cpmd.otag@gmail.com

NOTE: Any discrepancy noted in this document must be brought to the attention of the AFP Recruitment Team