



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 22 February 2017

### **ADMINISTRATIVE SERVICE**

#### **Requirements:**

1. Application letter addressed to Director Quismundo indicating the position applied for and the item number.

**Director CRISTINA O. QUISMUNDO**

Administrative Service

2<sup>nd</sup> Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable);
6. Certificate of seminars/trainings attended (if applicable); and,
7. Statement of duties and responsibilities which indicates the management and supervisory experience – for managerial and supervisory positions (if applicable).

**Note: Only qualified applicants with complete requirements will be processed.**

<b>Position Title</b>	: <b>CHIEF ADMINISTRATIVE OFFICER (Supply Officer V)</b> Republication
<b>Item No/s.</b>	: CADOF-42-2004
<b>No. of Position/s</b>	: 1
<b>Division</b>	: Property Division
<b>Salary Grade</b>	: 24 (P 64,416)

**Job Qualifications**

- Education : Master’s degree OR Certificate in Leadership and Management from the CSC
- Experience : Four (4) years in position involving management and supervision
- Training : Forty (40) hours of training in supervisory/management learning and development intervention undertaken within the last 5 years conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional of Second Level eligibility

**Brief Description of the Position**

Under direction, provides policy guidance on the procurement, storage of supplies and equipment and proper disposal of unserviceable property in accordance with government prescribes standards.

\*\*\*\*nothing follows\*\*\*\*