



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 05 August 2016

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

2nd 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.

Position Title	: CHIEF ADMINISTRATIVE OFFICER (Supply Officer V) Republication
Item No/s.	: CADOF-42-2004
No. of Position/s	: 1
Division	: Property Division
Salary Grade	: 24 (P 56,610)

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.

Position Title	: ADMINISTRATIVE OFFICER V (Records Officer III) Republication
Item No/s.	: ADOF5-48-2004
No. of Position/s	: 1
Division	: General Services Division
Salary Grade	: 18 (P 33,452)

Job Qualifications

- Education : Bachelor’s degree
- Experience : Two (2) years of relevant experience
- Training : Eight (8) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional of Second Level eligibility

Brief Description of the Position

Under general supervision, takes charge in the management, maintenance, retrieval and disposition of official records and documents of the Department, and does related work.

****nothing follows****