



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 16 January 2017

### **FINANCIAL AND MANAGEMENT SERVICE**

#### **Requirements:**

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

**Director WARREN M. MICLAT**

Financial and Management Service

3<sup>rd</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.**

**Position Title** : CHIEF ADMINISTRATIVE OFFICER

**Item No/s.** : CADOF-49-2004

**No. of Position/s** : 1

**Division** : Management Division

**Salary Grade** : 24 (P 64,416)

**Job Qualifications**

Education : Master's degree OR Certificate in Leadership and Management from the CSC

Experience : Four (4) years of supervisory/management experience

Training : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years conducted by the Civil Service Commission-Accredited Training Institutions

Eligibility : CS Professional or Second Level eligibility

**Brief Description of the Position**

Under direction, provides policy guidelines/formulates policies toward increased efficiency, effectiveness and economy in operations, including policies as a result of audit/assessment/systems review; maintains and updates manuals of operations for all major processes.

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