



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 09 August 2016

### **HUMAN RESOURCE DEVELOPMENT SERVICE**

#### **Requirements:**

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

**Director VIOLETA N. MUÑOZ**

Human Resource Development Service

5<sup>th</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 (Human Resource Management Officer V)</b>
<b>Item No/s.</b>	: CADOF-48-2004
<b>No. of Position/s</b>	: 1
<b>Division</b>	: Personnel Administration Division
<b>Salary Grade</b>	: 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 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, formulates, updates, recommends and implements personnel policies and programs on Recruitment, Selection and Placement, Employee Welfare and Benefit, Leave Administration and Compensation Management; provides technical assistance to counterpart units of the Department; establishes and maintains linkages with government and non-government agencies on areas of concern; and performs such other functions as may be provided by the law or assigned by the Secretary.

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