



NOTICE OF VACANCY

Position	Monthly Salary	Division /Office	Qualification Standards
CHIEF ADMINISTRATIVE OFFICER PCGG-DOJB-CADOF 3-2004	P 88,410.00 SG 24	Human Resource Development Division Finance & Admin. Dept.	Education : Master's Degree OR Certificate in Leadership and Management from the CSC Experience : 4 years of supervisory /management experience Training : 40 hours of supervisory /management training/ learning & development intervention Eligibility : Career Service Professional/Second Level eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Formulates and sets the annual operational plans, projects and activities (PAPs) and ensures their smooth implementation as well as status monitoring.2. Formulates concept paper and policy guidelines for continuous improvement of HR processes in the areas of recruitment and selection, performance management system, learning and development and other HR aspects of priority concerns.3. Manages staff performances and oversees the day to day operations to ensure satisfactory delivery of HR services.4. Performs supervisory functions such as planning, leading, organizing and controlling in order to address and act on the day to day HR issues and concerns that may affect the satisfactory delivery of HR services.5. Facilitates the conduct of orientation for newly hired employees for an effective on-boarding process.6. Manages the conduct of HRMPSB selection process for the attainment of its objective in providing objective recommendations on the candidates who were subjected to the selection process.7. As a HR practitioner, provides significant inputs, makes presentations and actively participates in Committee discussions on matters that concern and call for decisions on human resource actions. Specifically, Performance Management Committee, HRMPSB, Quality Management System and other committee where HR opinion is vital for decision making.		

NOTE: ONLY THOS WHO POSSESS THE RELEVANT WORK EXPERIENCE SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED FOR INITIAL SCREENING OF APPLICATIONS.

Interested and qualified applicants are advised to signify their interest in writing. Submit/send the following documents through courier or email not later than **FEBRUARY 28, 2022.**

1. Application letter addressed to : **Ms. EDITHA R. BAUTISTA**
Officer-In-Charge, HRDD
2. Fully/properly accomplished Personal Data Sheet with attached Work Experience Sheet
3. Performance rating in the last rating period (if applicable)
4. Photocopy of diploma and/or certificate of graduation
5. Photocopy of **authenticated** copy of certificate of eligibility/bar or board rating/license
6. Photocopy of certificate of training/seminars attended

Original documents must be on hand and ready once requested

POSTED:February 10, 2022