

Republic of the Philippines  
**Philippine Council for Agriculture and Fisheries**  
Request for Publication of Vacant Positions

DA AUG-02-2019 09:38AM

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the vacant position, which is authorized to be filled, at the Philippine Council for Agriculture and Fisheries in the CSC website:

*Braulio B. Castro, Jr.*  
**BRAULIO B. CASTRO, JR.**

Chief, Human Resource Development Section

Date: 8/2/2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V	PCAFB-ADOF5-14-2014	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	<b>Core Competencies:</b> Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information <b>Leadership Competencies:</b> Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Administrative, Financial and Management Division-Cash Section

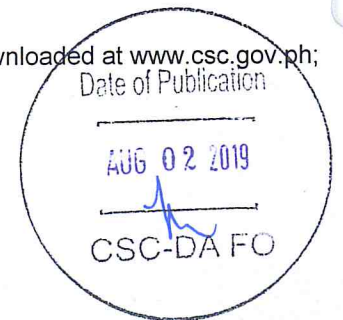
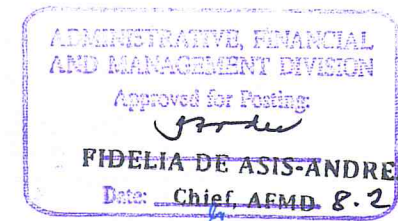
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 15, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**BRAULIO B. CASTRO, JR.**  
Chief, Human Resource Development Section  
Apacible Bldg., DA Compound, Elliptical Road, Diliman, Quezon City  
[jongbc1965@gmail.com](mailto:jongbc1965@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





## PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

### VACANT POSITION *Duties and Responsibilities*

**ADMINISTRATIVE OFFICER V; SG-18; (1 position)**  
*Administrative, Financial and Management Division - Cash Section*

1. Supervises and provides direction in the operations of the Section;
2. Leads in the execution of the mandated disbursement systems and procedures, and other policies and principles on cash management;
3. Provides technical advice on cashiering and other financial related matters;
4. Supervises the development, maintenance and periodically update of the disbursement aspects of the Finance, Administrative and Management Information System (FAMIS) database;
5. Serves as focal point for PCAF depository banks and other related agencies; and
6. Performs such other duties as maybe assigned by the supervisor.

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