

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

DA JAN-31-2019 09:28AM

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: 1/30/2019

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 IV	PCAFB-ADOF4-27-2014	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions	Administrative, Financial and Management Division-General Services 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 February 11, 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;
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, HRDS
Apacible Bldg., DA Compound, Elliptical Road, Diliman, Quezon City
jongbc1965@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ADMINISTRATIVE, FINANCIAL AND MANAGEMENT DIVISION
Approved for Posting:
Fidelia De Asis-Andres
FIDELIA DE ASIS-ANDRES
Date: Chief, AFMD

Date of Publication
JAN 31 2019
CSC-DA FO

gt 2.1



PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES VACANT POSITIONS

ADMINISTRATIVE OFFICER IV; SG-15; (1 position)

Administrative, Financial and Management Division - General Services Section

QUALIFICATION STANDARDS

Education : Bachelor's Degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Assists the Section Chief in the following:
 - a. Execution of policies, rules, regulations and programs in all areas of property and supply management in accordance with the existing auditing and accounting procedures and procurement laws;
 - b. Development, maintenance and periodically update of the property and supply management aspects of the Finance, Administrative and Management Information System (FAMIS) database;
 - c. Effective and consistent implementation of policies and principles relative to physical safety/security;
 - d. Implementation of programs to ensure management of all physical facilities, equipment, furniture, fixtures and vehicles;
and
2. Performs such other duties as maybe assigned by the supervisor.
