

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

DA JUN-13-2019 02:42PM

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: 6/13/2019

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-ADOF4-26-2014	15	30,531.00	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; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information	Administrative, Financial and Management Division-Human Resource Development 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 June 28, 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, Human Resource Development Section
Apacible Bldg., DA Compound, Elliptical Road, Diliman, Quezon City
jongbc1965@gmail.com

ADMINISTRATIVE, FINANCIAL AND MANAGEMENT DIVISION
Alexander S. Daroya
ALEXANDER S. DAROYA
OIC, Deputy Executive Director
Date: _____

Date of Publication
JUN 13 2019
CSC-DA FO

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES VACANT POSITIONS

ADMINISTRATIVE OFFICER IV; SG-15; (1 position)
*Administrative, Financial and Management Division-Human Resource
Development 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 human resource development;
 - b. Assessment of strategic human capital needs and requirements in relation to organizational goals, plans and programs;
 - c. Collaborative efforts in the development of innovative and responsive human resource programs in the following areas: Recruitment/Selection, Orientation and Induction, Career Development, Promotion and Transfers, Capacity Development and Training, Wage, Salaries and Compensation, Performance Management and Retirement;
 - d. Development, maintenance and periodically update of the human resource aspects of the Finance, Administrative and Management Information System (FAMIS) database;
 - e. Providing technical advice on human resource development issues and other related relevant matters;
 - f. Providing secretariat services to various Human Resource related committees; and
2. Performs such other duties as maybe assigned by the supervisor.
