



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)

We hereby request the publication of the following vacant positions, which are 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, AFMD-HRDS

Date: January 12, 2023

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 III	PCAFB-ADOF3-21-2014	14	33,843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions, Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills.	AFMD-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 3, 2023**.

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, AFMD-HRDS
Apacible Hall, DA Compound
<https://forms.gle/89WqbgJb92shFvnbA>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ADMINISTRATIVE OFFICER III; SG-14; (1 Position)
Administrative, Financial and Management Division-GSS

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 or policies, rules, regulations, and programs in all areas of records management on accordance with the National Archives Law, rules, and regulations, and other existing government orders/issuances
 - b. Development, maintenance and periodically update of the records aspects of the Records Management Information System (RMIS) database and other IT innovations;
 - c. Effective and consistent implementation of policies and principles relative to records management; and
 - d. Providing technical advice on strategic and/or sensitive records management issues and other record related matters.
2. Formulates, implements, and ensures timely submission of plan and budget, and accomplishment and other reports of the Section;
3. Ensures close coordination between and among the operating units on their respective concerns; and
4. Performs other functions as may be assigned by the management.