



VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Bureau of Human Resource and Organizational Development
DIVISION/UNIT:	Organization Effectiveness Division

POSITION PROFILE	
Position: Administrative Officer IV	Salary Grade: 15 Annual Salary: Php 348,120.00
Item No.: OSEC-DECSB-ADOF4-33-2004	Benefits: Refer to the Summary of Compensation and other benefits

JOB DESCRIPTION
This position is responsible for execution of administrative and budget planning policies and guidelines, and preparation of reports. Also responsible for the the prompt and effective delivery of administrative support services to the bureau such as but not limited to: a. establishment and monitoring of the implementation of an efficient and systematic control of receipt, maintenance, security, accessibility, preservation and disposition of records and documents. b. ensures that the units of the bureau are equipped with supplies, equipment, facilities and other resources needed by the office.

QUALIFICATIONS	
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

APPLICATION PROCEDURE

- Submit** the following documentary requirements in a clean, unmarked long brown envelope to the **Personnel Division** at the Department of Education Central Office (Ground floor, Teodora Alonzo Building) on or before **July 31, 2018**:
 - Letter of Intent (addressed to Mr. Francis Dela Cruz, Chief of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
 - Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017). *You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
 - Curriculum Vitae
 - Photocopy of one (1) government-issued ID
 - Photocopy of Certificate of Eligibility
 - Photocopy of the latest Transcript of Records
 - Photocopy of the 3 Performance ratings for the last 3 rating periods from July 2015 onwards (one (1) performance rating is equivalent to six (6) months)*
 - Certificates of relevant trainings and seminars attended
 - Certificates of outstanding accomplishments
 - E-copy of all submitted documents (enclosed in a CD)

** Note: For external applicants, numerical performance evaluation from the previous employer. If unavailable, kindly download the template for the Performance Ratings at <http://tinyurl.com/DepEd-PRtemplates> and have it filled out by your immediate supervisor (previous or current).*
- Applicants are expected to:
 - Bring all original documents for verification purposes;
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements before the deadline of applications.