

Date: May 5, 2021

## **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Central Office has one (1) vacant **permanent** position with details as follows:

**Office: Human Resource Management and Development Service**

➔ **CHIEF ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT OFFICER V)**

Item Number : OSEC-DSWDB-CADOF-37-2004  
Compensation : SG 24 (Php 86,742.00)  
Place of Assignment : Personnel Administration Division

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Master's Degree or Certificate in Leadership and Management from the CSC or its equivalent (Completion of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution/ Career Executive Service (CES) or Career Service Executive (CSE) eligible)  
Experience : Four (4) years of supervisory/management experience  
Training : Forty (40) hours of supervisory/management learning and development intervention  
Eligibility : Career Service Professional/ Second (2<sup>nd</sup>) Level Eligibility

### **PREFERRED QUALIFICATION STANDARDS**

Education : Master's Degree relevant to the job or Certificate in Leadership and Management from the CSC  
Experience : At least four (4) years of supervisory/management experience along personnel administration  
Training : At least forty (40) hours of relevant training on personnel administration  
Eligibility : Career Service Professional/ Second (2<sup>nd</sup>) Level Eligibility

### **JOB DESCRIPTION**

Under direction and with considerable latitude for the exercise of independent judgement, serves as head of the division, engaged in varied and very difficult work; or performs exceptionally difficult, important and responsible professional work requiring training, considerable experience and demonstrated capacity for sound independent judgement; and profound knowledge on personnel administration.

### **Functions and Responsibilities:**

1. Guides/coaches and motivates staff to raise level of efficiency/effectiveness/morale;
2. Evaluates and monitors performance of staff;
3. Supervises voucher/payroll preparation and leave administration;
4. Ensures implementation and compliance of policies and programs with regard to personnel administration;
5. Ensures adherence and compliance of policies and programs to oversight agencies' rules and regulations (e.g. CSC, DBM, COA, etc.);
6. Develops, updates and implements systems, guidelines, and procedures related to personnel administration;
7. Assess/evaluates current personnel administration programs, systems, processes, and procedures and recommends appropriate actions for continuous improvement
8. Updates management and staff on human resource government policies and its implementation mechanisms;
9. Explains the personnel administration systems and policies to management to influence their decision;
10. Oversees the implementation of the Human Resource Management Information System (HRMIS) specifically Personnel Administration Modules;
11. Recommends appropriate changes on personnel administration system or policies to management;

12. Establishes relations/linkages with oversight agencies;
13. Establishes relations with human resource counterparts in other government offices;
14. Confers/coordinates with higher authorities;
15. Prepares/signs various payrolls, disbursement vouchers, reports and other communications
16. Does other related tasks as may be assigned from time to time.

**Job Outputs:**

1. Policy recommendations, guidelines, memoranda
2. Reports, proposals, business correspondence
3. Payrolls, Disbursement Vouchers, Obligation Requests
4. Supervision of the Division

Applicants should be guided by the following **Criteria for Evaluation:**

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Written Examination	
IQT	10%
Special Exam	15%
• Interview	10%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting:** Obtain 80% of the maximum total score and only those who obtained a high average percentile on Initial Qualifying Test

**Second Shortlisting:** Top five highest rating but overall rating should not be less than 85%

Qualified applicants may apply online at [www.dswd.gov.ph](http://www.dswd.gov.ph) and email/attach the following documents at [jobs@dswd.gov.ph](mailto:jobs@dswd.gov.ph) on or before **15 MAY 2021**:

1. Application Letter addressed to **Director Leonardo C. Reynoso** of Human Resource Management and Development Service;
2. Comprehensive resume with Job Description and 2x2 I.D. picture or Duly accomplished Personal Data Sheet with Work Experience Sheet;
3. Copy of Certificate of Eligibility/Rating/License;
4. Transcript of Record / Diploma;
5. Copy of certificate of relevant trainings and seminars attended (if applicable);
6. Copy of duly signed Individual Performance Contract Rating (IPCR) in the last rating period (latest) or its equivalent for external applicants (Performance Appraisal).

**Note: All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.**

**Walk-in applicants will not be entertained in observance to the new normal.**

**Request for extension of submission and application with incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.**

**LEONARDO C. REYNOSO, CESO III**  
 Director IV  
 Human Resource Management and Development Service  
 Department of Social Welfare and Development