



CSC DOS WEB APP

Agency :	CIVIL SERVICE COMMISSION Region II
Place of Assignment :	CSC RO II
Position Title :	Administrative Officer IV (AO II)
Plantilla Number :	ADO4-4-2019
Salary/Job/Pay Grade :	15
Monthly Salary :	Php 36619
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's Degree preferably in Business Administration, Commerce, Accounting, Banking and Finance, and other allied courses
Training :	16 hours training on government procurement preferably on Government Procurement Reform Act and its Implementing Rules and Regulations
Work Experience :	One (1) year in position/s that demonstrated the ability in procurement or property management
Competency :	1. Exemplifying Integrity (intermediate) 2. Delivering Service Excellence (Basic) 3. Solving Problems and Making Decisions (Basic) 4. Demonstrating Personal Effectiveness (intermediate) 5. Speaking Effectively (Basic) 6. Writing Effectively (intermediate) 7. Championing and Applying Innovation (Basic) 8. Planning and Delivering (Basic) 9. Managing Information (intermediate) 10. Procurement Management (Intermediate) 11. Supplies and Property Management (Intermediate) 12. Records Management (Intermediate)

Instruction/Remarks :

Instruction/Remarks: Brief description of the General Function of the Position: 1. Coordinate with various units pertaining to the preparation and submission of Proposed Procurement Management Plan; 2. Arrange and coordinate BAC Meetings as well as monitors procurement activities and milestones; 3. Prepare and submit procurement documents/reports to relevant agencies and 4. Performs other related tasks that may be assigned from time to time such as Procurement Management, Supplies and Property Management and Records Management. Interested and qualified applicants should signify their interest in writing. This Office highly encourages all interested and qualified applicants to apply, including persons with disability, members of indigenous communities, and those with diverse sexual orientation, gender identity and expression. Attach the following documents to the application letter and send to the address below not later than January 20, 2023.

Documents:

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 send soft copy of their application to:

ATTY. MARITES P. LAPPAY

Acting Director IV

Civil Service Commission Regional Office No. II, San Gabriel, Tuguegarao City, Cagayan

CIVIL SERVICE COMMISSION

cscdos.net/career

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date :	2023-01-06
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Closing Date :	2023-01-20
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