



Date: FEB 27 2025

NOTICE OF VACANCY

The National Commission of Senior Citizens (NCSC) has one (1) vacant Permanent position with details as follows:

ADMINISTRATIVE OFFICER V

Item number : NCSCB-ADOF5-36-2021
Compensation : SG 18 (Php 51,304.00)
Place of : Administrative and Finance Section - Regional Office IX
Assignment : Base Office: Pagadian City

CSC PRESCRIBED QUALIFICATION STANDARDS

Education : Bachelor's Degree relevant to the job
Experience : Eight (8) hours of relevant training
Training : Two (2) years of relevant experience
Eligibility : Career Service Professional/Second Level Eligibility

JOB DESCRIPTION

Under direction, performs supervisory functions, professional/administrative functions in the implementation of policies: and does other related work.

Functions and Responsibilities:

1. Acts as the Section Head of the Administrative and Finance Section;
2. Conducts research on pertinent and updated issuances of governing bodies relative to Human Resource Management, General Services (Records, Cashiering, Procurement, Supply Management among others) and Finance administration;
3. Prepares Project Procurement Management Plans (PPMPs) for supplies, materials and equipment and prepare the Annual Procurement Plan (APP), and does other procurement tasks;
4. Conduct of regular inventories of supplies and equipment;
5. Undertake the custody and maintenance of personnel files and documents, and other records of the Cluster Region;
6. Provide technical assistance for HR matters and do related works such as prepare communications and work programs; and
7. Performs other administrative and financial tasks as may be assigned from time to time.

Qualified applicants are encouraged to submit application/s in accordance with the guidelines provided below on or before MAR 07 2025:

List of requirements:

1. Application Letter stating the desired position, item number/code, salary grade, and office/bureau/service/unit addressed to Director Mila A. Rodrigo of the Administrative and Finance Service (AFS);
2. Duly signed and updated Personal Data Sheet (PDS) with recent passport-size picture and thumbmark;
3. Duly accomplished Work Experience Sheet;
4. Copy of Transcript of Record and/or Diploma (Certified by the school registrar);
5. Copy of Certificate of Grades for Master's Degree earned units (Certified by the school registrar, if applicable);
6. Copy of training certificates;
7. Copy of Service Record (if applicable)

8. Certificate of Employment indicating the duties and responsibilities duly signed by the Head of Agency/immediate supervisor/HR personnel;
9. Copy of Individual Performance Commitment Review (IPCR) Rating for the last rating period (for government employees) or similar Performance Rating document for applicants from the private sector; and
10. Copy of Civil Service Eligibility and/or Valid PRC ID.

Applicants shall SUBMIT/SEND APPLICATION with complete documentary requirements in **one (1) PDF file format** with at least 1MB using this link <https://combinepdf.com> on or before the end of the publication period to recruitment@ncsc.gov.ph

Files should be in COMBINED PDF and must not be compressed into archive file formats such as RAR or ZIP. If applying for multiple positions, submit a separate set for each.

Requests for extension of submission and applications with incomplete documents shall not be entertained.

NOTE : Any application emailed to recruitment@ncsc.gov.ph shall use the email subject (Surname_Item Number_Office Assignment), otherwise it will not be entertained nor processed.

Email subject Example: **CRUZ_NCSCB-ADOF2-123-2005_HRDD**

You will be notified of the next recruitment process, should you meet the minimum qualification standards required by the position based on your submitted documents.

Rest assured that all applications will be processed in accordance with existing civil service rules and regulations.


MILA A. RODRIGO
Director IV
Administrative and Finance Service