

PUBLICATION OF VACANT POSITION

As of September 28, 2016

Position Title	Annual Salary (in PHP)	Qualification Standards (QS)	Duties and Responsibilities
ADMINISTRATIVE OFFICER IV <i>(HUMAN RESOURCE MANGEMENT OFFICER II)</i> (Salary Grade – 15) Number of Vacancies: One (1) Plantilla Item No.: PPAB-ADOF4-122-2013 Place of Assignment: Administrative Division	314,304.00	Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training Eligibility: Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Assist the training officer in the development and conduct of training courses for all levels in the organizational hierarchy and for volunteer probation aids. 2. Assist in the revision / improvement of training programs. 3. Record out-house training programs availed by the Probation Administration personnel. 4. Prepare the training schedule, sort out resource materials and complies these according to topics. 5. Maintain a master training file of reading materials and handouts for each course and training records. 6. Perform other functions as designated by the Chief of the Division.

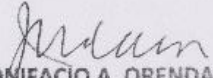
Interested and qualified applicant should signify interest in writing. Submit the following documents **not later than October 31, 2016**.

1. Application letter (specifying the position applied for and its date of application).
2. Fully accomplished Personal Data Sheet (CSC Form 212 Revised 2005) with recent passport size picture.
3. Certified photocopy of the IPCR for the last two semesters preceding this publication (If applicable).
4. Photocopy of training certificates.
5. Proof of Eligibility (Career Service Eligibility or RA 1080 or any appropriate eligibility).

Address your application to:

MANUEL G. CO, CESO I
 Administrator

NOTE: ONLY APPLICANTS WITH COMPLETE REQUIREMENTS WILL BE SCREENED.


JOSE BONIFACIO A. ORENDAIN
 Chief Administrative Officer