



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



Certificate No.: AJA15-0046
DEPARTMENT OF LABOR AND EMPLOYMENT
Administrative Service Central Records Section-CSD
DATE: 14 FEB 2017
TIME: 4:40
RECEIVED BY: Wendy Res

NOTICE OF VACANCY

The Human Resource Development Service (HRDS) invites qualified applicants for its vacant **Chief Administrative Officer (Salary Grade 24) of the Personnel Administration Division (PAD)** with the following qualification standards:

- Education : Master's Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)
- Experience : Four (4) years in position/s involving management and supervision
- Training : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years conducted by the CSC-Accredited Training Institutions
- Eligibility : Civil Service Professional or Second Level eligibility

For interested and qualified applicants, please submit your updated Personal Data Sheet and other documentary requirements to Ms. Evangeline Q. Quinoy of the HRDS-PAD with telephone number 5273000 local 503/504.

Violeta N. Muñoz
VIOLETA N. MUÑOZ

Director IV

Human Resource Development Service

RECORDS MANAGEMENT DIVISION
RECEIVED
By: *Ando*
Date: FEB 14 2017
Time: 5:07 p.m.