

WE'RE HIRING

SUPERVISING ADMINISTRATIVE OFFICER SG - 22

QUALIFICATIONS:

- ✓ Bachelor's degree
- ✓ Three (3) years of relevant experience,
- ✓ Sixteen (16) hours of relevant training,
- ✓ Career Service (Professional) /Second level eligibility

REQUIREMENTS:

1. Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City. Job description is available at https://www.pced.gov.ph/?page_id=329/#
2. Fully accomplished and signed PERSONAL DATA SHEET (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017); and signed WORK EXPERIENCE SHEET (as attachment to PDS) to also include relevant experiences in bookkeeping, coordination, monitoring, etc. and a team player;
3. Performance rating in the last rating period (if applicable) (for government employees including Job Orders and Contract of Service);
4. Photocopy of certificate of eligibility/rating/license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System;
5. Photocopy of Certificates of Trainings/Seminars attended, if applicable;
6. Photocopy of Certificate of Employment with actual duties and responsibilities;
7. Photocopy of Transcript of Records and Diploma.

Interested and qualified applicants should signify their interest in writing. Attach the required documents to the application letter and send to the address below not later than **June 6, 2025**.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. SARAH LYNNE S. DAWAY-DUCANES
Division Chief
Encarnacion Hall, U.P. School of Economics
Diliman, Quezon City
info@pced.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

BULLETIN OF VACANT POSITIONS**06 JUNE 2025****Supervising Administrative Officer V****DEADLINE OF SUBMISSION****SG 22-1****Office of the Executive Director****Duties and Responsibilities**

- 1. Overall supervision of Research, Special Projects, and Finance and Administration Division of PCED;**
- 2. Schedule Management and representation**
 - 2.1 Responsible for recommending Executive Director (ED) attendance in meetings, travels, seminars, and other activities;
 - 2.2 Represent the ED and other officers of PCED in selected meetings;
 - 2.3 Provide feedback on meeting results and action required from meetings to the ED;
- 3. Communication**
 - 3.1 Manage the flow of information in the Executive Director's office;
- 4. Information Preparation**
 - 4.1 Prepare and format information for internal and external distribution, including writing letters and memos;
 - 4.2 Compile data for reports, create computerized presentations, write reports, transcribe dictation and meeting notes, editing, proof reading and other preparation duties;
- 5. Records Management**
 - 5.1 Advise on new records management policies, providing a framework to guide staff in the management (from classification to disposal) of records;
- 6. Compliance to government requirements**
 - 6.1 Monitor PCED compliance to technical and reporting requirements of the government (e.g. transparency seals);
 - 6.2 Prepare draft guidelines, memos, reports and other submissions for review;
- 7. PCED Board Budget management and utilization**
 - 7.1 Assist in overseeing the preparation of the annual budget of PCED;
 - 7.2 Coordinate preparation of documents for annual budget hearings;
 - 7.3 Monitor budget utilization.

- 8. Oversee the preparation of the PCED Annual Report;**
- 9. Assist the ED in coordinating with the PCED Board of Trustees and PCED Board Secretariat**
 - 9.1 Coordinate with the PCED Board Secretariat regarding the scheduling and preparation for PCED Board meetings;
 - 9.2 Coordinate with the PCED Board Secretariat in the preparation and review of PCED Board meeting minutes;
 - 9.3 Monitor the status of PCED Board resolutions and ad referenda in coordination with the PCED Board Secretariat;
 - 9.4 Assist ED in the preparation of presentation for the PCED Board Meetings;
- 10. Review contracts prepared by the Administrative Officers (AOs) for Research and Special Projects before approval of the ED;**
- 11. Monitor the overall implementation of all the contracts, agreements, and engagement entered into by PCED, in coordination with the Division Chiefs and AOs for Finance and Administration, Research, and Special Projects;**
- 12. Perform other functions required by the Executive Director.**

MINIMUM QUALIFICATIONS**EDUCATION**

Bachelor's degree relevant to the job

EXPERIENCE

3 years of relevant experience

TRAINING

16 hours relevant training

ELIGIBILITY

Career Service (Professional)
Second Level Eligibility

COMPETENCY:

Core (Superior) Exemplifying integrity and Professionalism; Delivering Service Excellence; Demonstrating Personal Effectiveness; Teamwork and Collaboration

APPLICATION INSTRUCTIONS

Interested applicants must submit on or before **06 June 2025** to info@pced.gov.ph For easy tracking, please specify the position in the email subject line: "APPLICATION FOR SAO".

Application Documents

- filename format: Application-Last Name, First Name, Middle Initial.pdf
- Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City (*indicate the position title and certifying that all attached documents are true and correct*)
- Fully accomplished and signed [Personal Data Sheet \(PDS\) \(CS Form No. 212 Revised 2017\)](#) with recent passport-sized picture (*taken within the last six (6) months*).
- Fully accomplished and signed [Work Experience Sheet](#) with recent passport-sized picture. Kindly include relevant experiences in the position applying for.
- Performance Rating: a) For applicants employed in the government service, the latest rating is required for appointment by promotion or transfer (July - December 2024); b) For applicants working in private companies and/or classified as Job Orders/Contract of Service, submit your latest performance rating.
- E-copy of Certificate of Eligibility/board rating/valid license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System.
- E-copy of relevant Training/Seminar Certificates;
- E-copy of School Credentials (a. Transcript of Records & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education)
- E-copy of previous and current Employment Certificates, Contracts, Appointments, Office Orders, or Service Records, with actual duties and responsibilities.