

Place of Assignment :	PMKMD-Knowledge Management Section
Position Title :	Information Officer III
Plantilla Item No. :	PCAFB-INFO3-21-2014
Salary/Job/Pay Grade :	18
Monthly Salary :	Php 45,203.00
Eligibility :	CS Professional/ Second Level Eligibility
Education :	Bachelor's degree
Training :	8 hours of relevant training
Work Experience :	2 years of relevant experience
Competency :	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Intermediate Computer Skills Leadership Competencies: Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below and/or access the link below not later than September 2, 2022.

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 hand in or send through courier/email their application to:

BRAULIO B. CASTRO, JR.

Chief, HRDS

PCAF, Apacible Hall, DA Compound, Elliptical Road, Diliman, Quezon City

<https://tinyurl.com/PCAF-Job-Openings>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 16, 2022

Closing Date : September 02, 2022