REPOSTING OF VACANT POSITIONS IN THE CORPORATE SERVICES GROUP

Officer IV/SG 26
Item No. 05400
Materials Management Department
General Services Office

QUALIFICATION STANDARDS

Education : Master’s degree OR Certificate in Leadership and Management from the CSC

Training : 120 hours* of supervisory/management learning and development intervention undertaken within the last 5 years

Experience : 5 years of supervisory/management experience

Eligibility : Career Service Professional or any appropriate eligibility for second level position

Basic Function: The Officer IV position involves exercise of management function such as planning, organizing, directing and coordinating the activities of the Materials Management Department (MMD), which requires application of managerial and supervisory skills and some degree of professional/technical knowledge and experience. The Officer IV is accountable for the performance of the department and is responsible for the adoption of departmental plans and programs that address resource and operational challenges. The Officer IV shall make decisions based on established policies, procedures and/or guidance from the Vice President and shall provide advice on related policies and procedures to employees, colleagues and/or customers of the MMD.

*Ratio of management to technical training for positions with duties involving the practice of profession or which belong to the same occupational group where practice of profession is required or those considered highly technical/specialized provided for in CSC MC No. 14, s. 2014, and items 8 and 9 of CSC Resolution 1501478.
Staff Officer IIISG 19-20
Item No. 05493
Property Monitoring and Inventory Division
Materials Management Department
General Services Office

QUALIFICATION STANDARDS

Education : Bachelor’s degree relevant to the job
Training : 24 hours relevant training
Experience : 3 years relevant experience
Eligibility : Career Service Professional or any appropriate eligibility for second level position
Basic Function: Provides support services such as tasks that involve expertise in a work process. Leads the delivery of services in a work process/activity to maximize the efficiencies/implementation of property monitoring services.

Officer II (Supervising Engineer)/SG 24
Item No. 05276
Design and Technical Operations Division
Building and Maintenance Department
General Services Office

QUALIFICATION STANDARDS

Education : Master’s degree OR Certificate in Leadership and Management from the CSC
Training : 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Experience : 4 years of supervisory/management experience
Eligibility : Career Service Professional or any appropriate eligibility for second level position
Basic Function: The Officer II position involves exercise of management function such as planning, organizing, directing and coordinating the activities of the Design and Technical Operations Division, applying professional/technical knowledge, experience and supervisory skills. The Officer II is accountable for the implementation of the plans and programs and for the performance of the division. The Officer II shall make decisions based on established policies, procedures or guidance from the
Officer IV and shall provide technical guidance to employees, colleagues and/or other customers of the DTOD.

Preference: With experience in construction project management and/or engineering design projects; a Professional Electrical Engineer license holder

Staff Officer II/SG 16-18
Item No. 05308
Transportation and Housekeeping Services Division
Building and Maintenance Department
General Services Office

QUALIFICATION STANDARDS

Education: Bachelor's degree relevant to the job

Training: 16 hours relevant training

Experience: 2 years relevant experience

Eligibility: Career Service Professional or any appropriate eligibility for second level positions

Basic Function: Provides support services such as tasks that involve specific skills in a work process within established procedures and acting as informal resource for colleagues with less experience to maximize the efficiencies/implementation of transportation and housekeeping services.

Staff Officer I (Technician-Architecture)/SG 12-15
Item No. 05283
Design and Technical Operations Division
Building and Maintenance Department
General Services Office

QUALIFICATION STANDARDS

Education: Bachelor's degree relevant to the job

Training: 8 hours relevant training

Experience: 1 year relevant experience

Eligibility: Career Service Professional or any appropriate eligibility for second level position
Basic Function: Provides support services such as routine tasks within established procedures to maximize the efficiencies/implementation of design and technical operations.

Staff Officer I/SG 12-15  
Item No. 05310  
Housekeeping and Transportation Services Division  
Building and Maintenance Department  
General Services Office  

QUALIFICATION STANDARDS

Education : Bachelor’s degree relevant to the job  
Training : 8 hours relevant training  
Experience : 1 year relevant experience  
Eligibility : Career Service Professional or any appropriate eligibility for second level position

Basic Function: Provides support services such as routine tasks within established procedures to maximize the efficiencies/implementation of transportation services.

Preference : Must have good communication skills (oral and written); possess knowledge and skills in MSWord and Excel applications, and have exposure in monitoring plans and projects.

Staff Assistant (Auto Mechanic)/SG 9-11  
Item No. 05311  
Housekeeping and Transportation Services Division  
Building and Maintenance Department  
General Services Office  

QUALIFICATION STANDARDS

Education : Bachelor’s degree  
Training : None required  
Experience : None required  
Eligibility : Career Service Sub-professional or any appropriate eligibility for first level positions
Basic Function: Provides variety of clerical support-related activities by following specific processes and procedures to ensure the efficient operation of auto mechanic services.

**Officer I (Division Chief)/SG 21-23**
**Item No. 05712**
**Mails, Courier and Reproduction Services Division**
**Records Management Department**
**General Services Office**

**QUALIFICATION STANDARDS**

Education: Master’s degree OR Certificate in Leadership and Management from CSC

Training: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years

Experience: 4 years of supervisory/management experience

Eligibility: Career Service Professional or any appropriate eligibility for second level position

Basic Function: The Officer I position involves exercise of management function such as planning, organizing, directing and coordinating the activities of the Mails, Courier and Reproduction Services Division, applying professional/technical knowledge, experience and supervisory skills. The Officer I is accountable for the implementation of the plans and programs and for the performance of the division. The Officer I shall make decisions based on established policies, procedures or guidance from the Officer IV and shall provide technical guidance to employees, colleagues and/or other customers of the MCRSD.

**Staff Officer II (Technical Assistant/Secretary)SG 16-18**
**Item No. 05601**
**Office of the Officer IV**
**Records Management Department**
**General Services Office**

**QUALIFICATION STANDARDS**

Education: Bachelor’s degree relevant to the job

Training: 16 hours relevant training

Experience: 2 years relevant experience
Eligibility: Career Service Professional or any appropriate eligibility for second level position

Basic Function: Provides various support activities to the executive concerned by identifying, enhancing and following specific processes and procedures to maximize the efficiencies of the business to which the support is being provided; ensures the correct functioning of facilities, office and/or business support.

Staff Officer II/SG 16-18
Item No. 05652
General Insurance, Investment, Housing Records and Other Documents Division Records Management Department
General Services Office

QUALIFICATION STANDARDS

Education: Bachelor’s degree relevant to the job

Training: 16 hours relevant training

Experience: 2 years relevant experience

Eligibility: Career Service Professional or any appropriate eligibility for second level position

Basic Function: Provides support services such as tasks that involve specific skills in a work process within established procedures and acting as informal resource for colleagues with less experience to maximize the efficiencies/implementation of general insurance, investment, housing records and other documents.

Staff Officer II/SG 16-18
Item No. 05716
Mails, Courier and Reproduction Services Division Records Management Department
General Services Office

QUALIFICATION STANDARDS

Education: Bachelor’s degree relevant to the job

Training: 16 hours relevant training

Experience: 2 years relevant experience

Eligibility: Career Service Professional or any appropriate eligibility for second level position
Basic Function: Provides support services such as tasks that involve specific skills in a work process within established procedures and acting as informal resource for colleagues with less experience to maximize the efficiencies/implementation of administrative services of mails, courier and reproduction services.

Other factors that would be considered are competence and knowledge of the job; critical / logical thinking; leadership; personality/interpersonal skills; communication skills (verbal and written), and for internal applicants, Performance Appraisal Ratings for the last two (2) rating periods.

Reminders:

Applications will be accepted until 15 July 2017.

However, initial screening may commence once the 10 calendar days publication requirement is met.

Interested applicants may send their accomplished Personal Data Sheet (PDS) Form and Curriculum Vitae (CV) with a cover letter to this e-mail address: recruitment@gsis.gov.ph

Or send to:

Atty. Engelbert Anthony D. Unite
Officer IV, Human Resources Management Department
Level 4, Core C, GSIS Financial Center, Pasay City

In view of the volume of applications reviewed by the department, only short listed qualified applicants shall be notified for examinations.