OFFICER II /SG 24
Item No. 42001
Office of the Executive Vice President

QUALIFICATION STANDARDS:

Education : Bachelor’s degree relevant to the job
Training : 40 hours relevant training
Experience : 4 years relevant experience
Eligibility : Career Service Professional or any appropriate eligibility for second level position

Basic Function : Provides technical and high level administrative support to the executive concerned by performing tasks that involves working knowledge in a range of 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; acts as the budget officer of the sector.

Competencies : Must have very good oral and written communication skills; adept in budget management, business operations and project management.

STAFF OFFICER III/SG 19-20
Item No. 42002
Office of the Executive Vice President

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 various support activities to the executive concerned by identifying, enhancing and following specific processes and procedures to maximize the efficiencies of the Sector in the implementation of the operating plans, programs, strategies, policies, procedures and control systems; ensures the correct functioning of facilities, office and/or business support.

 Competencies : Must have good communication skills; adept in office administration, information monitoring and materials planning; with effective writing skill.

Staff Officer I/SG 12-15
Item No. 42003
Office of the Executive Vice President

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 various office support activities. Identifies, enhances and follows specific processes and procedures to maximize the efficiencies of the Sector to which the support is being provided. Responsible in providing administrative support to the office and superior concerned.

 Competencies : Must have good communication skills; familiar with office administration, information monitoring and materials planning.
QUALIFICATION STANDARDS:

**Education**: High school graduate or completion of relevant vocational/trade course

**Training**: None required

**Experience**: None required

**Eligibility**: None required

**Basic Function**: Provides messengerial services and clerical support to the Office of the Executive Vice President.

**Competencies**: Familiar with general administration and support with good communication skills.

Reminders:

Applications will be accepted until **25 August 2019**.

2017 Omnibus Rules on Appointment and Other Human Resource Actions (Revised July 2018) only requires at least ten (10) calendar days publication of vacant positions for Government-Owned or Controlled Corporation. Hence, the screening may commence once the 10 calendar days publication requirement is met.

Interested applicants may send the following requirements to this e-mail address:

recruitment@gsis.gov.ph

or via mail to:

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

1. Application letter indicating the position being applied for, item number and name of the department/office where the vacancy is.

2. Properly accomplished Personal Data Sheet (PDS) with recent passport size picture and Work Experience Sheet.

3. Photocopy of certificate of eligibility/rating/license.
4. Photocopy of Transcript of Records.

5. For applicants currently in the **government service**, performance rating in the last rating period is **required**.

For the proper review of your application, please ensure that complete documents are submitted. Only applications submitted with complete requirements will be processed.