

Interested and qualified applicants shall submit the documents below to this google form
<https://forms.gle/tTtV9MbcLF5tcCZ26> for initial documentary review and evaluation:



- Letter of intent addressed to **Julieta B. Lansangan, Executive Director III**;
- Updated and duly notarized Personal Data Sheet (PDS) with Work Experience Sheet (WES);
 - CS Form No. 212, Revised 2017 which can be downloaded at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
 - with Passport size ID picture
 - with Government Issued ID
 - with thumbmark
 - Work Experience Sheet which can be downloaded at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
- Relevant Scholastic Records;
 - Photocopy of Transcript of Records (TOR)
 - Photocopy of Diploma
- Photocopy of Performance rating in the last period (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of relevant training certificates; and
- Photocopy of Certificate of Employment

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FPA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 4, 5, and 6 listed hereunder, to the google form. Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for.

All data submitted to the FPA will be processed in accordance with the RA No. 10173 or the Data Privacy Act of 2012.

Note:

- Applicants are advised to secure certified true copies/authenticated copies of documents specified in item numbers 3, 4, and 5 the soonest time, in case of appointment to the position applied for.
- Applications with incomplete documents shall not be entertained.
- The vacant position is subject to the validation of the promotion/transfer of the preceding employee.

Date of Posting : January 16, 2024
Deadline of Submission : January 28, 2024; 5:00 PM

NOTICE OF VACANCY

Position Title : Administrative Officer V
Item Number : FPAB-ADOF5-28-2014
Assignment : Planning, Management, and Information Division (PMID)
Salary Grade : 18
Status : Permanent

QUALIFICATION STANDARDS

Education : Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service(Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">Assist in the development of plans and programs for management improvement;
<ul style="list-style-type: none">Assist in the development of new and improvement of management systems and provide staff supervision over the implementation of such improvement;
<ul style="list-style-type: none">Assist in the conduct of trainings related to management;
<ul style="list-style-type: none">Review and process accreditation to individuals (CPA,ASD, ARCO, and F/P Researchers) and Training Associations;
<ul style="list-style-type: none">Review the performance and accreditation of FPA Accredited Training Associations;
<ul style="list-style-type: none">Assist in the supervision of accreditation trainings and administration of examinations;
<ul style="list-style-type: none">Monitor agency compliance to ARTA, ISO Certifications, AO 25, and other related oversight agency requirements;
<ul style="list-style-type: none">Coordinate the conduct of ISO related activities;
<ul style="list-style-type: none">Act as secretariat of agency management-related committees; and
<ul style="list-style-type: none">Perform other functions that may be assigned by supervisors.

“It is the policy of the FPA to strictly adhere to the principles of merit, competence, fitness, and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Agency regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation.”