



YOUR CAREER IN SERVING THE FILIPINO PEOPLE STARTS NOW

2018-2019 Merit Promotion and Selection Process for 82 Vacancies

Application Deadline : 06 November 2018

✉ recruitment@pms.gov.ph | hrdms@pms.gov.ph

🌐 www.pms.gov.ph/index.php/careers

☎ 734-2106 | 736-3921



THE PRESIDENTIAL MANAGEMENT STAFF

The Office of the President – Presidential Management Staff (OP-PMS) is the primary government agency responsible for providing **technical assistance** and **decision inputs** to the President in exercising overall management of the development process.



POSITIONS AND JOB – SPECIFIC COMPETENCIES

We are looking for **competent public servants** for various levels of the following positions in the PMS:

- Presidential Staff Officer
- Planning Officer
- Chief Administrative Officer
- Supervising Admin. Officer
- Administrative Officer
- Presidential Staff Assistant
- Attorney
- Legal Assistant
- Senior Administrative Assistant
- Administrative Assistant
- Administrative Aide

The various job competencies in the PMS are:

- Administrative Management
- Case Management
- Cash Management
- Environmental Scanning
- Executive Driving
- Fiscal Management
- Human Resource Development and Management
- ICT Governance
- Legal Writing, Review, and Opinion
- Management of Local, Out-of-Palace Presidential Engagements
- Management of Presidential Appointments to Government Positions
- Management of Public Concerns
- Monitoring and Evaluation
- Network, Server, and Computer Administration
- Policy Analysis and Development
- Procurement and Supplies, and Property Management
- Program and Project Management
- Documents, Record, and Library Management
- Secretariat Support
- Systems Development and Database Management
- Technical Writing



THE PRESIDENTIAL MANAGEMENT STAFF

“Serving the People by Serving the Presidency”

HOW TO APPLY

The following documents must be sent to the
Human Resource Development and Management Office

(enclosed in a long brown envelope with name at the upper-right hand corner):

1. Application Letter addressed to the PMS Head
2. Accomplished Application Form (downloadable)
3. Updated Personal Data Sheet 2017 with Work Experience Sheet
4. Diploma and Transcript of Records
5. Certificates of **Relevant** Trainings
6. Photocopy of the Authenticated Certificate of Eligibility
7. Performance Evaluation for July-December 2017, as applicable
8. Certified Actual Duties and Responsibilities
9. Three (3) best outputs
10. For applicants of SG 24 and above, certification from authorized personnel, indicating that they are performing supervisory functions, including the specific period and number of subordinates.

**INCOMPLETE APPLICATIONS RECEIVED BY THE DEADLINE
(06 NOVEMBER 2018) SHALL NOT BE PROCESSED**

The OP-PMS is an equal opportunity employer.

Company Name: Office of the President – Presidential Management Staff (OP-PMS)

Company Background: The Office of the President – Presidential Management Staff (OP-PMS) is the primary government agency responsible for providing technical assistance and decision inputs to the President in exercising overall management of the development process. The PMS is defined by these core competencies:

1. Dedication to Serving the People by Serving the Presidency. Delivers excellent and responsive service to the Presidency and the people with enthusiasm and passion for anonymity.
2. Integrity. Exemplifies faithfulness to the Code of Conduct and Ethical Standards and other pertinent laws; promotes prudent stewardship of resources; and ensures accuracy, reliability, security of information and accountability toward the attainment of organizational outcomes.
3. Professionalism and Drive for Excellence. Delivers on assignments, commitments, and targets to best serve the requirements of the Presidency and attain national development goals.

LIST OF OP-PMS VACANT POSITIONS
(as of 20 September 2018)

POSITION TITLE	NUMBER OF VACANCIES	QUALIFICATION STANDARDS
Chief Administrative Officer (SG 24)	5	Education: Master’s Degree or Certificate in Leadership and Management from the CSC Experience: 4 years of supervisory/management experience Training: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years Eligibility: Career Service (Professional)/Second Level Eligibility
Presidential Staff Officer VI (SG 24)	6	Education: Master’s Degree or Certificate in Leadership and Management from the CSC Experience: 4 years of supervisory/management experience Training: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years Eligibility: Career Service (Professional)/Second Level Eligibility
Attorney IV (SG 23)	2	Education: Bachelor of Laws Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (BAR)
Planning Officer IV (SG 22)	1	Education: Bachelor’s Degree relevant to the job Experience: 3 years of relevant experience Training: 16 hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility
Presidential Staff Officer V (SG 22)	5	Education: Bachelor’s Degree Experience: 3 years of relevant experience Training: 16 hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility
Supervising Administrative Officer (SG 22)	1	Education: Bachelor’s Degree relevant to the job Experience: 3 years of relevant experience Training: 16 hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility
Attorney III (SG 21)	2	Education: Bachelor of Laws Experience: 1 year of relevant experience

		Training: 4 hours of relevant training Eligibility: RA 1080 (BAR)
Presidential Staff Officer IV (SG 19)	8	Education: Bachelor's Degree Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility
Administrative Officer V (SG 18)	3	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
Presidential Staff Officer III(SG 16)	4	Education: Bachelor's Degree Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility
Administrative Officer IV (SG 15)	6	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility
Planning Officer II (SG 15)	1	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility
Administrative Officer III (SG 14) <i>(2 positions for BAC per DBM approval dated 21 March 2016)</i>	3	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility
Presidential Staff Officer II (SG 13)	12	Education: Bachelor's Degree Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Legal Assistant II (SG 12)	1	Education: BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses Experience: None required Training: 4 hours of training relevant to legal ethics, legal research and writing, or legal procedure Eligibility: Career Service (Professional)/ Second Level Eligibility
Presidential Staff Officer I (SG 11)	8	Education: Bachelor's Degree Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Administrative Officer I (SG 10) <i>(1 position for BAC per DBM approval)</i>	1	Education: Bachelor's Degree relevant to the job Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility

dated 21 March 2016)		
Presidential Staff Assistant (SG 10)	1	<p>Education: Completion of two years studies in college</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Eligibility: Career Service (Professional)/ Second Level Eligibility</p>
Administrative Assistant III (SG 9)	6	<p>Education: Must be able to read and write/Elementary School Graduate* High School Graduate or Completion of relevant vocational/trade Course** Completion of two-year studies in college or HS graduate with relevant vocational trade course***</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Relevant MC 11 s. 1996 or Career Service (Sub-professional)/ First Level Eligibility</p>
Administrative Assistant II(SG 8)	3	<p>Education: Must be able to read and write/Elementary School Graduate* High School Graduate or Completion of relevant vocational/trade Course** Completion of two-year studies in college or HS graduate with relevant vocational trade course***</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Relevant MC 11 s. 1996 or Career Service (Sub-professional)/ First Level Eligibility</p>
Administrative Assistant I (SG 7)	1	<p>Education: Must be able to read and write/Elementary School Graduate* High School Graduate or Completion of relevant vocational/trade Course** Completion of two-year studies in college or HS graduate with relevant vocational trade course***</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Eligibility: Relevant MC 11 s. 1996 or Career Service (Sub-professional)/ First Level Eligibility</p>
Administrative Aide V (SG 5)	2	<p>Education: Must be able to read and write/Elementary School Graduate* High School Graduate or Completion of relevant vocational/trade Course** Completion of two-year studies in college or HS graduate with relevant vocational trade course***</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Relevant MC 11 s. 1996 or Career Service (Sub-professional)/ First Level Eligibility</p>
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Notes:

1. The submission of application for the 2018-2019 Merit Promotion and Selection process is until 06 November.
2. Required documents for submission of external applicants are as follows:
 - a. Application Letter addressed to the PMS Head
 - b. Accomplished Application Form (downloadable)
 - c. Updated Personal Data Sheet 2017 with Work Experience Sheet
 - d. Diploma and Transcript of Records
 - e. Certificates of Relevant Trainings
 - f. Photocopy of the Authenticated Certificate of Eligibility
 - g. Performance Evaluation for July-December 2017, as applicable
 - h. Certified Actual Duties and Responsibilities
 - i. Three (3) best outputs
 - j. For applicants of SG 24 and above, certification from authorized personnel, indicating that they are performing supervisory functions, including the specific period and number of subordinates
3. More details on the process is posted at www.pms.gov.ph/index.php/careers

Contact Details:

PMS Human Resource Management and Development Office
(Telephone number) 734-3921 / 734-2106
(Email address) hrdms@pms.gov.ph / pms.hrdms@gmail.com