

ADMINISTRATIVE OFFICER II (PMO - Central Office)
under Contract of Service (COS)*

EDUCATIONAL REQUIREMENT	JOB QUALIFICATIONS	REQUESTING UNIT	ESTIMATED SALARY	NO. OF YEARS IN SERVICE
Bachelor's degree relevant to the job	<p>General Function: Assists the Department Manager II in planning, formulation and implementation of all activities of the Office.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Provides general administrative and clerical support to the Department; 2. Maintains the records and record-keeping system of the Department; 3. Handles paperwork related to requisition of resources for use by the Department; 4. Handles the coordination with other units in relation to the administrative, logistics, and communication needs of the Department; 5. Performs other related functions as may be assigned by the Department Manager. 	<p>The Program Management Office (PMO) will report directly to the Administrator, coordinate with the PCA Governing Board, the PCA Deputy Administrators, the PCA Regional Managers, the Trust Fund Committee, the Trust Fund Manager and the 15 partner agencies as identified in the said act. It will handle the over-all coordination of the programs approved for implementation under the Coconut Farmers and Industry Development Plan, coordinate the documentation and reporting of outcomes to the PCA Governing Board, manage the accountability requirements with the implementing agencies and generally ensure compliance with RA 11524.</p>	<p align="center">SG 11 PHP 20,754.00</p>	<p align="center">2 years of relevant experience</p>

INSTRUCTION ON HOW TO APPLY : Those interested may send their applications with Resume to **Human Resources Division at hrd@pca.gov.ph**

DEADLINE OF APPLICATION: 25-Apr-22

**No employee-employer relationship*