



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

NOTICE OF VACANCIES

POSITION : **CHIEF ADMINISTRATIVE OFFICER**
SALARY : **Php86,742.00**
STATUS OF EMPLOYMENT: **PERMANENT**
AREA OF ASSIGNMENT: **ADMINISTRATIVE SERVICES DIVISION**

QUALIFICATION STANDARDS

EDUCATION: **Masteral Degree or Certificate in Leadership and Management from the CSC**
TRAINING: **40 hours of supervisory/management learning and development intervention**
WORK EXPERIENCE: **4 years of supervisory/management experience**
ELIGIBILITY: **Career Service (Professional) Second Level Eligibility**

JOB SUMMARY

Under direction and considerable latitude for the exercise of independent judgement, serves as head of the Administrative Services Division (ASD), engaged in varied and exceptionally difficult work in all key result areas of general administrative and support services, important and responsible professional work requiring training on procurement, general services, and records management; exceptional leadership and managerial experience and demonstrated capacity for sound independent work on general administration and management. It also participates in the formulation of policies, plans, programs, and projects of the Commission on general services and ensures that the results thereof are properly applied and utilized in the provision of guidelines as well as performance evaluation and monitoring.

DUTIES AND RESPONSIBILITIES

- Plans, directs, and supervises the implementation of the functions of the division on procurement, supplies and property management, cashiering, general services to ensure compliance to existing laws and government prescribed standards;
- Formulate policies and guidelines on supplies and property management, procurement, and general services in terms of maintenance, custodianship, storage, issuance, filing, preservation and disposal that is science and technology-based, attune to guide the End-users in the preparation of Annual Procurement Plan for Common Supplies and Equipment (CSE) and the Annual Procurement Plan;
- Participates in the formulation of policies, plans, programs, and projects of the Commission on data privacy and ensures that the results thereof are properly applied and utilized, and in the provision of guidelines for physical and financial planning;
- Maintains proper interactions with oversight government agencies, and stakeholders for the promotion of data privacy information exchange;
- Assist in the programming of government funds for the implementation of the programs, projects, and activities of the Commission;
- Reviews and approves reportorial requirements (Report on Supplies and Materials Issued (RSMI), Report on the Physical Count of Inventories (RPCI), Report on the Physical Count of Property, Plant and Equipment (RPCPE), Agency Procurement Compliance and Performance Indicator (APCPI), Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE), Monthly Purchase Requests Monitoring Report, Monthly Report on the actual trips served, fuel/oil consumption, and reports on Messenger Services for submission to COA, GPPB, FPMD and FAO Director;
- Participates in the programming of government funds for the implementation of the programs, projects, and activities of the Commission;
- Reviews and initial/sign vouchers, requisitions, purchase work orders, trip tickets and other documents of such nature including correspondence to be signed and/or initialed by the FAO Director for the completeness and accuracy of information to ensure conformity with pertinent laws, rules, and regulations;
- Monitors regularly the planned targets of the Division as indicated in the PPMP, WFP and APP, accomplishments of staff, as well as the delivery of satisfactory performance of the NPC outsourced services such as janitorial and security;
- Perform other related tasks as may be assigned from time to time by the immediate supervisors and top management.