



## **Administrative Officer IV (Human Resource Management Officer II)**

Salary Grade: 15

Item Number: PHILSAB-ADOF4-9-2020

Division: Human Resource Development Division

### **Minimum Qualification Standards:**

Education: Bachelor's degree

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service Professional / Second Level Eligibility

### **Duties and Responsibilities:**

- 1) Responsible for the preparation and processing of the monthly payroll of plantilla personnel and mandatory remittances to GSIS, Pag-IBIG, and PhilHealth;
- 2) Review and ensure the accuracy of employees' Daily Time Record (DTR);
- 3) Responsible for the leave administration and monitoring of leave balances of employees;
- 4) Coordinate and serve as the Agency's liaison officer to the GSIS, Pag-IBIG, PhilHealth, and other government oversight agencies; and
- 5) Perform other duties of a regular or special nature as may be assigned from time to time.

### **Applicants who have all or any of the following background are encouraged to apply:**

#### **Educational Background:**

- Human Resource Management; Accounting Technology, Accountancy, Business Management, and other related fields.

#### **Experience Background:**

- Payroll; Leave Administration; Liaising to relevant government oversight.

#### **Training Background:**

- GSIS/Pag-IBIG/PhilHealth updates; CSC, DBM, and COA rules and regulations; intermediate to advanced training in Microsoft Office Excel application.



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