



Republic of the Philippines
Office of the President
Philippine Space Agency



Chief Administrative Officer

Salary Grade: 24

Item Number: PHILSAB-CADOF-16-2020

Division: General Services Division

Minimum Qualification Standards:

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 training/learning and development intervention

Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Responsibilities:

- 1) Under direction, serve as the Division Chief of the General Services Division;
- 2) Be responsible for and directing and managing the day-to-day operations of GSD, which includes Cash, Procurement, Property & Supply, and General Services & Building Administration;
- 3) Assume responsibility for the discipline and efficiency of the staff of the division;
- 4) Upon authority of the Director, approve and sign checks payments, payrolls, stipends and other payments to employees and dealers of the Agency;
- 5) Prepares, coordinates and consolidates the operational budget for the consideration of the Director;
- 6) Contribute to the preparation and review of R&D and technical project proposals by providing advice on administrative matters;
- 7) Lead the provision of consolidated and centralized administrative support services to project teams over the project life cycle duration;
- 8) Attend external functions related to administrative matters; and
- 9) Perform other duties of a regular or special nature as may be assigned from time to time.



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

<https://bit.ly/CADOF-16-GSD>