

**SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD)
NATIONAL PROJECT MANAGEMENT OFFICE (NPMO)**

PUBLICATION OF VACANCY FOR CONTRACT OF SERVICE


POSITION TITLE	Associate Project Officer I	DUTIES AND RESPONSIBILITIES
PLACE OF ASSIGNMENT	OFFICE OF THE DEPUTY DIRECTOR	Acts as the Executive Assistant of the Deputy Director. These includes administrative and technical functions needed as follows: TECHNICAL <ul style="list-style-type: none"> • Prepares presentation of the Deputy Director during meetings, assessments, workshops and the like • Consolidates data required by the Deputy Director. • Coordinates with the NPMO units on marching orders and directives by the Deputy Director ADMINISTRATIVE <ul style="list-style-type: none"> • Prepares and manages the schedule of the Deputy Director • Conducts review and compilation of documents for approval of the Deputy Director • Coordinates travels and other administrative functions necessary (e.g. TO, PALTO, Reimbursements, Liquidation, etc.) OTHERS <ul style="list-style-type: none"> • Prepares memorandum and other communication as assigned by the Deputy Director • Performs other duties as assigned by the immediate supervisor and SAAD Director
SALARY GRADE	SG 16 (Php33,584.00)	
EDUCATION	Bachelor's Degree Relevant to the job	
EXPERIENCE	2 years relevant experience	
TRAINING	8 hours of relevant training	

REQUIREMENTS:

1. Letter of intent /Application Letter addressed to Mr. Ulysses J. Lustria, Jr. - Director, SAAD-NPMO.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport sized picture (CS Form No. 212 revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of Diploma and Transcript of Records
4. Photocopy of Relevant Certificates

Interested and Qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to email add: saad@da.gov.ph not later than February 10, 2023.

Noted by:



ULYSSES J. LUSTRIA, JR.
Director, SAAD-NPMO