

DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancies

DFA Consular Office – NCR South

Administrative Officer II* - Passport Processor

Salary Grade: 11 (Php 23,877.00)

Number of Vacant Positions: One (1)

Office Location: 4th Floor Metro Alabang Town Center,
Alabang Zapote Road, Muntinlupa City

Minimum Qualifications:

- ❖ Filipino citizen;
- ❖ Bachelor's degree relevant to the job;
- ❖ Fresh graduates welcome to apply;
- ❖ Resident or willing to relocate to Muntinlupa;
- ❖ Civil Service (Professional)/Second Level Eligibility;
- ❖ Working knowledge of MS Word, Excel and Powerpoint;
- ❖ Able to do data entry operation rapidly without sacrificing accuracy;
- ❖ Written and oral proficiency in English and Filipino;
- ❖ Responsible and diligent in the required work;
- ❖ Excellent interpersonal skills to be able to deal pleasantly, accurately and swiftly with the public and consular office staff -- in person, email, and on the phone;

General Functions of the Position:

- ❖ Perform consular-related functions, such as front-end processing of passports, authentication, assistance to nationals (ATN) function, and public information;
- ❖ Provide general information on consular matters;
- ❖ Process passport / authentication applications;
- ❖ Release or issues passports/ authenticated documents;
- ❖ Verify names in the look-out-list database;
- ❖ File, maintain and manage passport records and supporting documents;
- ❖ Encode passport/ authentication applications;
- ❖ Capture applicants' biometrics;
- ❖ Encode passport records and create master list;
- ❖ Compose/draft correspondence on concerns pertaining to administrative, personnel or consular matters.
- ❖ Arrange meetings;
- ❖ Answer telephone inquiries or refer them to the appropriate person or office concerned.

*This position is not eligible for foreign assignment.

Interested applicants are requested to submit in **PDF** format the following requirements **via email** at hrmo.recruitment@dfa.gov.ph and write in the subject line **Application for Administrative Officer II in CO – NCR South (Muntinlupa):**

- Duly accomplished DFA application form (downloadable at <https://dfa.gov.ph/images/2020/Forms/DFA-Application-Form-Rev2.pdf>)
- Updated resumé with colored photo
- Copy of professional or second level civil service eligibility
- Copy of transcript of records and diploma or certificate of graduation fresh graduates
- Valid NBI clearance (or proof of renewal or new application)

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

DFA implements equal employment opportunity for Persons with Disability in accordance with RA 10524 (An Act Expanding the Positions Reserved for Persons with Disability, amending for the purpose RA 7277, as amended, otherwise known as the Magna Carta for PWDs).

Incomplete submission of documents will not be accepted/processed.

Most Qualified applicants will be invited for a pen-and-paper test and interview at the email address indicated in their application form.

Deadline of submission of application is on 30 June 2021 at 5:00 P.M.