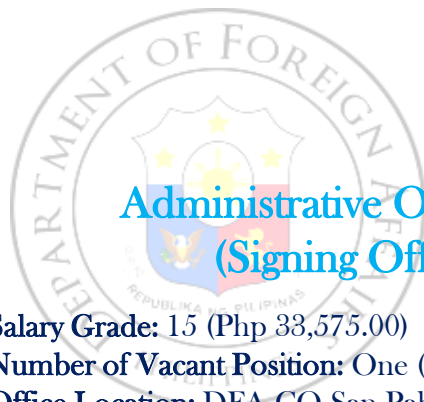


DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancies

DFA Consular Office – San Pablo



Administrative Officer IV* (Signing Officer)

Salary Grade: 15 (Php 33,575.00)

Number of Vacant Position: One (1)

Office Location: DFA CO San Pablo 2nd Floor SM City
San Pablo, Riverina Residential & Commercial
Estates, Maharlika Highway, Brgy. San Rafael, San
Pablo City, Laguna

Minimum Qualifications:

- ❖ Filipino citizen;
- ❖ Bachelor's degree relevant to the job;
- ❖ Civil Service (Professional)/Second Level Eligibility or PRC license;
- ❖ One (1) year of relevant work experience;
- ❖ Completion of four (4) hours of relevant training;
- ❖ Resident or willing to relocate to San Pablo;
- ❖ Strong knowledge of MS Excel, MS Word;
- ❖ 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;
- ❖ Demonstrate sound work ethics

General Functions of the Position:

- ❖ Supervise and handle frontend processing and encoding of passports and authentication;
- ❖ Supervise the dissemination of general information on consular matters;
- ❖ Supervise the releasing of passports and authentication documents;
- ❖ Supervise the creation and maintenance of master lists, passport records, and data base;
- ❖ Perform function as passport and authentication signing officer;
- ❖ Handles passport cases related to lost valid passports, look out list, RA9225, CEC, Suspended passport applications, difficult clients, data capturing and recapturing; and
- ❖ Responsible for passport data transmission.

* This position is not eligible for foreign assignment.

Interested applicants are requested to submit in **PDF** format the following documentary requirements to hrmo.recruitment@dfa.gov.ph and write in the subject line **Application for Signing Officer in CO San Pablo**:

- Duly accomplished DFA application form
(<https://dfa.gov.ph/images/2020/Forms/DFA-Application-Form-Rev2.pdf>)
- Duly accomplished Work Experience Sheet <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>
- Updated resumé with colored photo
- Copy of professional or second level civil service eligibility
- Copy of transcript of records and diploma
- Copy/ies of relevant in-service training certificates
- 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 an examination and interview at the email address indicated in their application form.

Deadline of submission of application is on 17 September 2021 at 5:00 P.M.