

**Administrative Officer II*
(Consular Officer)**

Compensation: Salary Grade 11 (Php 30,024.00)

Number of Vacant Position: One (1)

Item Number: OSEC-DFAB-ADOF2-114-2018

Place of Assignment: 52nd Floor Robinsons Place
Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City,
Batangas

CSC Prescribed Qualification Standards:

Education: Bachelor's degree relevant to the job

Training: None required

Experience: None required

Eligibility: Career Service Professional/Second
Level Eligibility

Preferred Qualification Standards:

Education: Bachelor's degree in Foreign Service,
Diplomatic and Consular Affairs, Public

Administration, Business Administration, Human
Resource Management, or other related courses

Training: With at least 4 hrs training in Customer
Service Orientation, Microsoft operation and other
relevant training

Experience: With at least 1 year experience in
Customer Service and other related experience

Eligibility: Career Service Professional/Second
Level Eligibility

Additional Qualifications:

- ❖ Working knowledge of MS Office programs, particularly MS Excel
- ❖ Perform a high volume of numerical detail work with speed and accuracy
- ❖ Demonstrates accuracy and thoroughness, meets productivity standards of the organization
- ❖ Trustworthy, dependable and exhibits willingness to work overtime

General Functions of the Position:

- ❖ Performs consular-related functions, such as front-end processing of passports, authentication, assistance to nationals (ATN) function, and public information
- ❖ Provides general information on consular matters
- ❖ Processes passport / authentication applications

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 AO II in CO Lipa**:

- Duly accomplished DFA application form with **colored photo** (downloadable at https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf);
- Work Experience Sheet (downloadable at <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>);
- Updated resumé;
- Copy of professional or second level civil service eligibility;
- Copy of transcript of records and diploma or certificate of graduation fresh graduates;
- Copy of relevant training and/or seminar 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.

**Administrative Officer II*
(Consular Officer)****General Functions of the Position:**

- ❖ Releases or issues passports/ authenticated documents
- ❖ Verifies names in the look-out-list database
- ❖ Files, maintains and manages passport records and supporting documents
- ❖ Encodes passport/ authentication applications
- ❖ Captures applicants' biometrics
- ❖ Encodes passport records and creates a master list
- ❖ Composes/drafts correspondence on concerns pertaining to administrative, personnel or consular matters
- ❖ Arranges meetings
- ❖ Answers telephone inquiries or refer them to the appropriate person or office concerned

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

Incomplete and late submissions of documents will not be accepted or processed.

The most qualified applicants will be invited for a test and interview at the email address indicated in their application form.

Deadline of submission of application is on 18 August 2025.