



Planning Officer II*

Compensation: Salary Grade 15 (Php 40,208.00)

Number of Vacant Positions: One (1)

Item Number: OSEC-DFAB-PLO2-4-2019

Place of Assignment: Office of the Undersecretary for Administration, Department of Foreign Affairs, Double Dragon Tower, DD Meridian Avenue corner EDSA extension, Pasay City

CSC Prescribed Qualification Standard:

Education: Bachelor's degree relevant to the job

Training: At least four hours of relevant training

Experience: At least 1 year of relevant experience

Eligibility: Career Service Professional/Second Level Eligibility

Preferred Qualification Standard:

Education: Bachelor's degree relevant to the job

Training: None required

Experience: At least one year of relevant experience

Eligibility: Career Service Professional/Second Level Eligibility

Additional Qualifications:

- ❖ Preferably has experience in document control;
- ❖ Preferably has basic training on ISO 9001:2015 Quality management system;
- ❖ Skilled in use of Microsoft Office and Google Workspace;
- ❖ Has training facilitation and consultation skills; and
- ❖ Has basic business writing skills

General Functions of the Position:

- ❖ Manage QMS Unit's records;
- ❖ Function as an auditor during Internal Quality Audits;
- ❖ Maintain the DFA-QMS Microsite;
- ❖ Assist the QMS Unit Head in drafting, reviewing and/or updating QMS and other related policies and forms;
- ❖ Coordinate with Top Management and offices to implement QMS activities and projects such as, but not limited to, training, consultations, programs, Management Review, etc.;
- ❖ Draft relevant communications such as memoranda, office orders, letters, circulars, speeches, minutes of the meeting;
- ❖ Respond to QMS-related queries and concerns; and
- ❖ Develop technical expertise in QMS

*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 Planning Officer II:**

- 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.

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 submission of documents will not be accepted/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 07 August 2025 at 5:00 P.M.