

**Administrative Officer I\*****(Consular Officer)****JOB VACANCY  
DFA Consular Office Dumaguete****Compensation:** Salary Grade 10 (Php 25,586.00)**Number of Vacant Position:** One (1)

Item Number: OSEC-DFAB-ADOF1-140-2018

**Place of Assignment:** 2nd Floor Robinsons Place, South Road, Calindagan, Dumaguete City**CSC Prescribed Qualification Standard:****Education:** Bachelor's degree relevant to the job**Training:** None required**Experience:** None required**Eligibility:** Career Service Professional/Second Level Eligibility**Preferred Qualification Standard:****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:**

- ❖ 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](mailto:hrmo.recruitment@dfa.gov.ph) and write in the subject line **Application for AO I in CO Dumaguete:**

- Duly accomplished DFA application form with colored photo (downloadable at [https://dfa.gov.ph/images/2022/Forms/DFA\\_Application\\_Form\\_Revision\\_02.pdf](https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.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
- 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 12 May 2025 at 5:00 P.M.**