



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

Philippine Atmospheric, Geophysical and Astronomical Services
Administration (PAGASA)

ANNOUNCEMENT OF VACANCY

The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), attached to the Department of Science and Technology (DOST) and mandated to (1) provide adequate, up-to-date data, and timely information on atmospheric, astronomical and other weather-related phenomena using the advances in the realm of science to help government and the people prepare for calamities caused by typhoons, floods, landslides, storm surges, extreme climatic events, and climate change, among others, to afford greater protection to the people; (2) provide science and technology-based assessments pertinent to decision-making in relevant areas of concern such as in disaster risk reduction, climate change adaptation and integrated water resources management, as well as capacity building; (3) ensure that the country fulfills its commitments to international meteorological and climate change agreements, is in need of:

ADMINISTRATOR III

(Plantilla Item: PAGASAB-AD3-1-2020, SG-30)

Brief Function of the Position:

- Manages PAGASA's overall operations;
- Manages plans, programs, and activities for the implementation of Agency's mandate;
- Leads the Agency in the modernization of network observing systems and provides guidance in the acquisition of equipment and establishment of meteorological and hydrological telecommunication information system;
- Integrates policies to enhance programs, operating procedures and systems necessary to exercise essential functions of the Agency;
- Leads the enhancement of PAGASA advocacy program for Executive, Legislative Branches of the government including LGUs, and a proactive system to alert the government, media and general public on implementing extreme weather events;
- Promotes and maintains linkages with government and non-government agencies and private organizations;
- Manages institutional resources to the fullest with effectiveness, efficiency, and economy; and
- Generates resources for the operations of the Agency.

Qualification Standards:

- Filipino Citizen
- Must have **at least**:
 - Master's degree in Meteorology or related fields of study;
 - Five (5) years of supervisory / management experience;
 - Five (5) years of experience in Meteorology, Geophysics, Astronomy, or allied sciences;
 - 120 hours of supervisory/management learning and development interventions
- Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES). In the absence of CES or CSEE eligibility, the candidate must apply for eligibility within one year from assumption to duty;
- Must not have been convicted of any administrative offense or crime; and
- Must be of good health.

The applicants should exhibit advanced leadership competencies on the following:

- Building collaborative and inclusive working relationship;
- Managing performance and coaching for results;
- Leading change;
- Thinking strategically and creatively;
- Creating and nurturing a high performing organization

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Compensation Package:

Monthly salary of SG-30-Step 1; Representation Allowance, PERA and Additional Compensation, and other allowable benefits such as those provided under the Magna Carta for Scientist, Engineers, Researchers, and other S&T Personnel in Government (RA 8439)

Selection Criteria:

- I. Accomplishments
- II. Relevant Education (relevant to the position applied for)
- III. Relevant Management Experiences
- IV. Relevant Training
- V. Job Competency (Core, Leadership and Technical)
- VI. Personal Qualities and Attributes

Documents to be submitted together with the application letter:

- Personal Data Sheet (CS Form No. 212, revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212);
- Updated service record for those who served in the government;
- Performance Evaluation for the last two (2) rating periods;
- Notarized affidavit indicating that the applicant has not been convicted of any administrative offense and/or crime must be submitted. If the applicant has a pending civil, administrative, and/or criminal case or was a party to any of these cases in the past, such fact must be disclosed;
- Medical certificate issued by a licensed government physician;
- 2 x 2 ID photo (2 pcs);
- Supporting documents such as a certified true copy of training certificates, awards received, documentation of accomplishments, and others.
- An essay presenting the vision, proposed plans and programs for PAGASA in Word format and not more than 1,000 words stating the following: description; persons involved, and timeframe.

Shortlisted applicants shall be required to undergo psychological examination prior to the interview. In addition, the chosen applicant shall be required to submit clearances from NBI, Civil Service Commission, Ombudsman, and Sandiganbayan.

PAGASA adheres to the existing policy of no discrimination based on gender identity, sexual orientation, persons with disability, religion and/or indigenous group membership in the implementation of its recruitment, selection and placement.

All interested and qualified should apply and signify their interest in writing and advised to forward soft copies of their documents thru pagasarecruitment@gmail.com and original copies through courier.

Please address application to:

MARIDON O. SAHAGUN
Undersecretary for Scientific and Technical Services
and Chairperson, Search Committee

Applications must be sent to this address:

Committee Secretariat: Human Resources Management and Development Section
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
Science Garden Compound, BIR Road, Brgy., Central, Quezon City 1100

Deadline of submission of application: 19 July 2023

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