



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 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 fulfils its commitments to international meteorological and climate change agreements, is in need of:

DIRECTOR III

(Plantilla Item: PAGASAB-DIR3-1-1998, SG-27)

Brief Function of the Position:

- Provides direction, general supervision, coordination and control over the Agency's financial, human resources, supply and records management functions, legal services; technical and engineering services;
- Advises and makes policy recommendations to the Administrator and the executive staff on general administration, finance, and engineering matters;
- On behalf of the Administrator, represents the Agency in external activities pertinent to general administration including planning conferences, budget hearings, program and policy review, information and education campaign on natural hazards and public assistance, and productivity enhancements;
- Undertakes and oversees projects that the Administrator and/or higher authorities may assign from time to time;
- Performs other assignments as directed by higher management;

Qualification Standards:

- Filipino Citizen
- Must have **at least**:
 - Master's degree or Certificate in Leadership and Management from the Civil Service Commission;
 - Five (5) years of supervisory/management experience;
 - 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

Compensation Package:

Monthly salary of SG-27-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)

"tracking the sky...helping the country"

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) years;
- 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 Administration & Engineering Services (AES) of 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 are 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 to be sent to this address:

Committee Secretariat: Human Resources Management and Development Section
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
Science Garden Compound, Senator Miriam P. Defensor-Santiago Avenue, Quezon City 1100

Deadline of submission of application: 12 April 2024.

Republic of the Philippines
PHILIPPINE ATMOSPHERIC GEOPHYSICAL AND ASTRONOMICAL SERVICES ADMINISTRATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE ATMOSPHERIC GEOPHYSICAL AND ASTRONOMICAL SERVICES ADMINISTRATION in the CSC website:

139/28
NATHANIEL T. SERVANDO, Ph.D.
Administrator

Date: **February 28, 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Director III	PAGASAB-DIR3-1-1998	27	131,124.00	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/management learning and development interventions	Five (5) years of supervisory/management experience	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)		Central Office - Office of the Deputy Administrator for Administration & Engineering Services

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **April 12, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records, Diploma, and training certificates.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARIDON O. SAHAGUN

Usec. for S&TSrvs. & Chairperson, Search Committee

Science Garden Compd., Sen. Miriam P. Defensor-Santiago Ave., Brgy. Central,
Quezon City 1101

pagasarecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.