



Republic of the Philippines
Early Childhood Care and Development Council

4th Floor Belvedere Tower, No. 15 San Miguel Ave., Ortigas Center, Pasig City, 1605
 Contact & Fax No.: (02) 8571.4615 / 8571.6590 / 8571.6833 / 8571.8041
 Email Address: helpdesk@eccdcouncil.gov.ph | comms@eccdcouncil.gov.ph

POSITION TITLE	Administrative Officer V (HRMO III)
STATUS	Contractual Plantilla
SALARY GRADE	18
MONTHLY SALARY	Php 53,818.00
OFFICE ASSIGNMENT	Finance and Administrative Unit – Human Resource Management Section
MINIMUM QUALIFICATION CSC STANDARDS	Education: Bachelors/College degree relevant to the job Work Experience: At least 2 years relevant experience Training: 8 hours of relevant training Eligibility: Career Service Professional / Second Level Eligibility
PREFERRED QUALIFICATION STANDARDS	Education: Bachelors/College degree in Human Resource Management, Business Administration, and Psychology Work Experience: At least 3 years relevant experience preferably in government Training: 16 hours of training in PRIME-HRM, OHRAOHA, RACCS and other training relevant to HR Eligibility: Career Service Professional / Second Level Eligibility
SKILLS/COMPETENCIES	<ul style="list-style-type: none"> • Strong organizational skills with the ability to manage multiple tasks efficiently • Excellent analytical and decision-making abilities • Effective relationship management and communication skills • Familiarity with PSIPOP of the Department of Budget and Management (DBM) • Knowledgeable in the establishment and implementation of PRIME-HRM systems • Experienced in payroll administration, compensation, and employee benefits management • Familiar with updated RACCS and OHRAORA systems • Proficient in computer applications and digital tools • Skilled in technical writing and documentation
Key Responsibilities	<ul style="list-style-type: none"> • Review and evaluate personnel appointments, contracts, and other personnel actions to ensure compliance with Civil Service Commission (CSC), Department of Budget and Management (DBM), and other applicable government rules and regulations; • Direct and manage the development and delivery of programs, policies, and mechanisms geared toward the development of human resources of the Agency; • Assess, build, and sustain the human resources capacity of the Agency by bridging competency gaps, maximizing existing capacities, and discovering and cultivating potentials through appropriate learning and development interventions; • Formulate policies and guidelines related to Learning & Development (L&D) and Rewards & Recognition (R&R) systems; • Spearhead the formulation of plans and execution of employees' wellness program in the Agency and other related activities; • Create evaluation toolkit for the conduct of learning and development analysis for the personnel; • Provide strategic and technical support to management in the planning, implementation, monitoring, and evaluation of Human Resource Development (HRD) programs; • Serve as focal person and ensure compliance with requirements of oversight and partner agencies, including the Anti-Red Tape Authority (ARTA), Civil Service Commission (CSC), and Department of Budget and Management (DBM), particularly in relation to staffing, organizational development, and public service delivery standards; • Ensure the accuracy and timeliness of payroll preparation, compensation administration, and benefits processing, consistent with government accounting and auditing rules; • Lead the preparation and monitoring of HR-related plans and budgetary requirements, including the annual Project Procurement Management Plan



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	<p>(PPMP), ensuring alignment with the Council’s strategic priorities and programs;</p> <ul style="list-style-type: none">• Represent the HR Section in inter-agency meetings, technical working groups, and ECCD-related events, ensuring alignment of HR policies with national ECCD priorities; and• Perform other HR, administrative, and organizational development functions as may be assigned by management in support of the Council’s mandate.
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For interested and qualified applicants should signify their interest in writing addressed to: **TERESITA G. INCIONG**, *Executive Director* and attention to: **NECITAS D. LARGO**, Chief Administrative Officer.

Submit the following requirements not later than **May 29, 2026** thru this email: <https://forms.gle/ngAzH4gai1wtLazG6>

1. Duly Accomplished **Personal Data Sheet** (CSC Form No.212, revised 2025) with latest passport size photo and thumbmark and;
2. **Work Experience Sheet** (CSC Form No. 212 attachment) which can be downloaded at www.csc.gov.ph;
3. Photocopy of **Transcript of Records** and **Diploma**;
4. Photocopy of **Certificates of training/seminar attended**;
5. Photocopy of **Proof of Eligibility** (Certification, Rating, License, and etc.);
6. Photocopy of **Certificate of Employment** from the previous employers (*if applicable*);
7. Valid **NBI Clearance** (Photocopy); and
9. Photocopy of your **TIN ID**

Applications with incomplete requirements and submitted beyond the deadline will not be entertained.

*Qualified applicants will be notified thru text message and/or email.

Note: All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.