



# WE ARE HIRING

## ASSISTANT MANAGER Administrative and General Services Division

PERMANENT | JG 12 | PHP 80,003.00

### DESIRED QUALIFICATION

#### EDUCATION

- Bachelor's Degree in Business Management; Law Degree; Master's Degree is an advantage

#### EXPERIENCE

- With at least five (5) years of relevant experience

#### ELIGIBILITY

- Appropriate RA 1080 for positions involving practice of profession or Career Service (Professional) Second Level Eligibility

#### TRAINING

- 40 hours of supervisory/management learning and development intervention

### KEY DUTIES AND RESPONSIBILITIES:

- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures;
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes;
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements;
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations;
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices;
- Negotiate bargaining agreements and help interpret labor contracts;
- Prepare and follow budgets for personnel operations;
- Oversee the evaluation, classification and rating of occupations and job positions; 9. Ensure compliance with GCG policies on performance evaluation, governance standards, and reporting requirements.
- Implement CSC rules on recruitment, employee conduct, and HR processes in line with civil service regulations.
- Oversee in the process of procurement activities in accordance with RA 9184, ensuring transparency, competitiveness, and proper documentation.
- Oversee inventory management, including tracking, issuance, and disposal of assets, in compliance with COA guidelines.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send them to [recruitment@lbpresources.com](mailto:recruitment@lbpresources.com) no later than **October 21, 2025, 5:00 PM**

- Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed. Forms can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).
- Hard copy or electronic copy of the performance rating in the last rating period (if applicable);
- Hard copy or electronic copy of proof of eligibility/rating/license; and
- Hard copy or electronic copy of the Transcript of Records.

**Note: Applications with incomplete documents shall not be entertained.**

**Application letter should be addressed to:**  
**RICARDO C. JULIANO**  
President and Chief Executive Officer

**Attention to:**  
**MS. RUSTICA C. LOCSIN**  
OIC-Administrative and General Services  
Department



Apply via QR Code