



WE ARE HIRING

DIVISION CHIEF Administrative and General Services Division

PERMANENT

JG 11

PHP 46,725.00

DESIRED QUALIFICATIONS

EDUCATION

- Bachelor's Degree (BS Psychology, BSBA Major in Human Resource Management, BS Public Administration), Master's Degree Units

EXPERIENCE

- With at least three (3) years of relevant experience

ELIGIBILITY

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

TRAINING

- 24 hours of supervisory/management learning and development intervention

KEY DUTIES AND RESPONSIBILITIES:

- Ensure compliance with GCG policies under RA 10149, including performance evaluation systems, corporate governance standards, and reporting requirements for GOCCs.
- Apply CSC rules and regulations in all personnel actions, ensuring adherence to merit-based recruitment, ethical standards (RA 6713), and civil service policies.
- Oversee GSIS-related transactions such as membership updates, loan applications, retirement processing, and employee benefits coordination in accordance with RA 8291.
- Manage personnel and benefits administration, including employee records, leave administration, compensation, and welfare programs, ensuring alignment with government HR standards.
- Lead the planning and implementation of HR programs within the division, including training, performance management, and employee engagement initiatives.
- Coordinate with internal and external stakeholders (e.g., CSC, GSIS) to ensure timely and accurate processing of HR-related matters.
- Administer compensation, benefits and performance management systems, and safety and recreation programs;
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives;
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Analyze training needs to design employee development, language training and health and safety programs;
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates;
- Plan, organize, direct, control or coordinate the personnel and or labor relations activities of an organization;
- Conduct exit interviews to identify reasons for employee termination;
- Represent organization at personnel-related hearings and investigations;
- Perform other related functions that may be directed by the Board and Management from time to time.

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 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.
- 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