



Republic of the Philippines
Department of the Interior and Local Government
LOCAL GOVERNMENT ACADEMY

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JOB OPPORTUNITY

Date of Posting: April 27, 2016

The Local Government Academy is in need of Local Government Operations Officer VI with Salary Grade 22, to assist the Head of the Local Governance Training and Development Division (LGTDD).

DUTIES AND RESPONSIBILITIES:

Local Governance Training and Development Division (LGTDD)
LGOO6-5-2013

- Assists in planning, directing, reviewing and supervising the work of a division composed of professional, technical and/or administrative staff engaged in planning, implementation and evaluation of training programs;
- Assists in designing integrated (medium or long term) training programs for LGUs and Department personnel;
- Recommends training policies, guidelines and standards in close coordination with the office/unit concerned;
- Assists in directing the implementation of training, programs and other related projects with national government agencies, non-government organizations and other collaborating agencies;
- Provide technical assistance in the conduct of trainings, training needs assessment, pilot testing of training programs, materials development and other related activities;
- Assists in the overseeing the monitoring and evaluation of training programs;
- Assists in reviewing training proposals and references in pursuant to the programs of the Academy;
- Assists in the establishment of linkages with other training and learning and financial institutions;
- Assists in overseeing secretariat support to the central/local government scholarship committee;
- Does related work.



GO FOR GOLD!!! The resonating rally call of the country's premiere local governance training institution on the eve of its 25th anniversary. The year-long celebration, focused primarily on *corporate re-branding, fine-tuning of systems and process, recognition of partnerships, communicating banner programs towards greater results*, will showcase different national and sub-national activities referenced to a variety of monthly themes until August 2013.

ABOUT THE LOGO: The Philippine Eagle soaring high in a blue backdrop is an embodiment of the Academy's noble pledge in leading the exceptional pack of local governance capacity builders. With the transition of the silver hued icon to a golden fascia, it reflects the Academy's strive for uncompromised excellence in continuously delivering its share in national progress. The intertwined green-hued numeral 25 signifies the Academy's stronger undertaking, to go green and steer proactive local governance for sustainable development in its passage towards another 25 years and even beyond!

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree relevant to the position. Relevant Master's degree is an advantage
- At least three (3) years supervisory experience and have shown successful performance of managerial responsibilities
- Completion of training course for LGOOs
- Career Service Professional - Second Level Eligibility
- Minimum of three (3) years experience in Training and Development
- With mature, positive attitude, flexibility, pleasing personality and ability to work in a team
- With a well groomed-professional image

EMPLOYMENT STATUS

- Regular position

Interested Applicants may visit or send application forms and required credentials to:

MARIVEL C. SACENDONCILLO, CESO III

Executive Director

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

Ms. DONNA JEANNE M. YARCIA

Administrative Officer V (HRMOIII)

Email: lgahrmu@gmail.com/donnajeanne_yarcia@yahoo.com

Application Requirements:

- Letter of Application
- Curriculum Vitae/PDS with recent photo
- Certificate of trainings attended
- Certificate of completion of training course for LGOO
- Certificate of Civil Service Eligibility
- School Transcript of Records
- Diploma

Deadline of Application: May 9, 2016

Prepared by:

VEA Lianne M. Ramos

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HRM Unit Staff

Approved for posting:

Genedine A. Evangelista
GENEDINE A. EVANGELISTA
Chief Administrative Officer