



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)



NOTICE OF VACANCY

Position	Quality Management System Officer
No. of Available Positions	1
Salary Grade	Php 20,340.00
Duration	September 18 to December 2023 (renewable)
Location of Work	DILG Regional Office XIII, Butuan City

I. Background:

In compliance with Executive Order No. 605 institutionalizing the structure, mechanism and standards to implement the Government Quality Management Program (GQMP), all government agencies are directed to adopt a Quality Management System (QMS) certifiable to ISO 9001 in the delivery of its priority government services. Relevant to the ISO 9001:2015 Certification of the Department of the Interior and Local Government (DILG), Region XIII, the agency is committed to the maintenance and continuous implementation of QMS and to ensure the successful Surveillance Audit to be conducted yearly.

II. Qualification Requirements:

- Bachelor's Degree in any of the following: Management, Business, Public Administration, Information Technology/computer Science, or other related disciplines.
- **Knowledgeable in ISO 9001:2015 Standard and keen in reviewing ISO documents.**
- Effective communication (oral and written) skills, interpersonal skills with the ability to communicate with all levels within the organization.
- Can facilitate training/workshop/meeting/focus group discussion/orientation.
- Knowledge and experience in developing training materials/kit/lay-outing manuals and IEC materials.
- Experience in a position involving functions with focus on organizational development, systems improvement, monitoring, and evaluation is a plus.
- Knowledge and experience in improvement tools (Kaizen, Lean, Six Sigma, etc.) is an advantage.
- With analytical and synthesis skills.
- Fully proficient in MS Word, Excel and PowerPoint

III. Expected Output/Deliverables:

The QMS Officer (equivalent to Administrative Assistant III, SG-9) will assist the Regional Office in delivering its responsibility relative to the Quality Management System (QMS).

IV. His/Her assistance includes:

- Assisting all QMS process owners in their roles with data entry, data analysis, research, and producing process and system documentation, and reports;
- Providing administrative support including coordination, planning, and conduct of workshops/trainings/meetings/focus group discussions and other activities;
- Delivering value-adding information such as producing materials that help the organization understand improvement initiatives and share best practices;
- Maintaining and retaining documents and records relevant to the operation of the Region;
- Performing other functions as assigned;
- Submission of Monthly Accomplishment Report;

V. Duty Station

- DILG-Regional Office XIII, Upper Doongan, Butuan City

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than **SEPTEMBER 13, 2023**.

1. Fully accomplished Updated Personal Data Sheet with Work Experience Sheet (**New CS Form 212 Rev. 2017** with **recent passport size** picture)
2. Photocopy of Transcript of Records (TOR) & Diploma
3. NBI Clearance

Send to: **MARIA LOISELLA E. LUCINO, CESO V**
Regional Director
DILG Region XIII (Caraga)
Purok 1A, Upper Doongan, Butuan City

Prepared:


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