



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**NATIONAL HEADQUARTERS**  
 Agham Road, Barangay Bagong Pag-asa, Quezon City  
 Telefax Number: (02) 426 - 4399  
 Email: [ofcbfp@gmail.com](mailto:ofcbfp@gmail.com)



**NOTICE OF VACANCY**  
 Publication Control No. 2017-058  
 As of 25 September 2017

**Amended Qualification Standards of Chief Administrative Officer (Supply Officer V)**  
 Pursuant to CSC Memorandum Circular No. 05 series 2016 dated 24 February 2016

|                 |                                     |                      |                                |
|-----------------|-------------------------------------|----------------------|--------------------------------|
| Region:         | <b>NHQ</b>                          | Place of Assignment: | <b>Administrative Division</b> |
| Position/Title: | <b>CHIEF ADMINISTRATIVE OFFICER</b> |                      | <i>(Logistics Division)</i>    |
|                 | <b>(Supply Officer V)</b>           | Salary Grade (SG):   | <b>24</b>                      |

ITEM NO(S): BFPB-CADOF-6-2005 (1 vacant position)


**QUALIFICATION STANDARDS:**

Education: **Master's Degree/ Certification in Leadership and Management from the CSC**  
 Experience: **4 years of supervisory/ management experience**  
 Training: **40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years**  
 Eligibility: **Career Service (Professional)/ Second Level Eligibility**

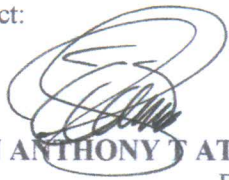
**POSITION DESCRIPTION**

Supervise the work of a group of personnel engaged in supply management. Develops and formulates stock controlling and property accounting strategies; performs annual inventory and tests or running inventories of supply and property; prepares and submits necessary reports and does related works.


Prepared by:

  
**HARLEY GLENN B GALPO**  
 INSP BFP  
 Acting Chief, RSS

Certified Correct:

  
**PETER SEAN ANTHONY T ATUP**  
 CINSB BFP  
 Chief, HRMD

Noted by:

  
**ROMEL C TRADIO**  
 SSUPT BFP  
 Director for Personnel