



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, Quezon City
www.dilg.gov.ph

Position: Quality Management System Officer (QMS Officer)

Terms of Reference

I. Expected Output/Deliverables

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

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 practice;
- Maintaining and retaining documents and records relevant to the operation of the Region;
- Performing other functions as assigned;
- Submission of Monthly Accomplishment Report.

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.
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- Knowledge and experience in developing training materials/kit/layouting 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. Duty Station

- One (1) QMS Officer per Regional Office

IV. Compensation

- Eighteen Thousand Seven Hundred Eighty Four Pesos (P18,784.00) per month (Annual – P225,408.00) based on the First Tranche of Salary Standardization Law V (SSL V) plus 5% premium.

V. Funding Source

- ISO Funds

VI. Designated Supervising Official

- Regional Director/OIC – Regional Quality Management Representative
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