



Republic of the Philippines
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT

NOTICE OF VACANCY

Position	Monthly Salary	Division /Office	Qualification Standards
ADMINISTRATIVE OFFICER IV PCGG-DOJB-ADOF 4-13-2004	P 35,097.00 SG 15	. Human Resource Development Division Finance & Admin. Dept	Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service Professional/Second Level eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Timely and accurately processes payroll and ensures compliance with applicable laws and regulations on taxes and deductions.2. Regularly enters into the system, required payroll information on the employees.3. Prints and ensures distribution of pay slips every pay period.4. Processes and releases BIR required forms on taxes withheld.5. Maintains payroll records and related file documents6. Performs routine updating of leave cards of Plantilla employees on the basis of filed Application for Leave and Timekeeping Record.7. Keeps informed on applicable laws that may apply to payroll process.8. Assists in HRDD records keeping, incoming and outgoing documents.9. Performs other related tasks as may be required/assigned by immediate superior from time to time.		

NOTE: ONLY THOS WHO POSSESS THE RELEVANT WORK EXPERIENCE SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED FOR INITIAL SCREENING OF APPLICATIONS.

Interested and qualified applicants are advised to signify their interest in writing. Submit/send the following documents through courier or email not later than **FEBRUARY 28, 2022.**

1. Application letter addressed to : **Ms. EDITHA R. BAUTISTA**
Officer-In-Charge, HRDD
2. Fully/properly accomplished Personal Data Sheet with attached Work Experience Sheet
3. Performance rating in the last rating period (if applicable)
4. Photocopy of diploma and/or certificate of graduation
5. Photocopy of **authenticated** copy of certificate of eligibility/bar or board rating/license
6. Photocopy of certificate of training/seminars attended

Original documents must be on hand and ready once requested

POSTED:February 10, 2022