



Republic of the Philippines
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT

NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
SPECIAL INVESTIGATOR II PCGG-DOJB-SPI 2-3-1998 SG 15	Monthly Salary P 35,097.00 PERA P 2,000.00 Additional Annual Midyear 1 month Salary Bonus Year-End 1month Salary Bonus Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00	Special Projects Division Sequestered Assets	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. Conduct regular ocular inspection to validate current status and condition of sequestered, surrendered and recovered properties.2. Assist in the conduct of fact finding and investigation on issues affecting sequestered, surrendered and recovered assets/properties.3. Conduct research and information gathering to protect the interest of the government in the sequestered, surrendered and recovered assets/properties.		

NOTE: ONLY THOSE WHO POSSESS THE RELEVANT OR CLOSELY RELATED WORK EXPERIENCES SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED.

Interested and qualified applicants are advised to signify their interest in writing. Submit/send the following documents through courier or email not later than **APRIL 30, 2022 :**

1. Application letter addressed to : **Ms. EDITHA R. BAUTISTA**
Officer-In-Charge, HRDD
Email: hrdd@pcgg.gov.ph
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 an **authenticated copy** of the 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 : APRIL 12, 2022



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Position	Remuneration	Division /Office	Qualification Standards
SUPERVISING ADMINISTRATIVE OFFICER (Budget Officer IV) PCGG-DOJB-SADOF 8-2004 SG 22	Monthly Salary P 69,963.00 PERA P 2,000.00 Additional Annual Midyear 1 month Salary Bonus Year-End 1 month Salary Bonus Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00	Budget & Disbursement Division Finance and Administration	Education : Bachelor's degree relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Career Service Professional/Second Level eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">1. PREPARE BUDGET EXECUTION DOCUMENTS (BEDs) OF THE SUCCEEDING FISCAL YEAR ON THE 4th QUARTER OF THE CURRENT YEAR2. PREPARE BUDGET ACCOUNTABILITY REPORTS (BARs) MONTHLY3. PREPARE QUARTERLY THE ;<ul style="list-style-type: none">- Financial Accountability Reports (FARs)- Financial Performance Report- Financial Report of Operation4. PREPARE A STATEMENT OF COMPARISON ON BUDGET AND ACTUAL AMOUNT5. ANALYZE STATUS OF UTILIZATION OF BUDGET AND GIVE FEEDBACK TO SUPERIORS6. ATTEND TECHNICAL/COMMITTEE/PLENARY BUDGET HEARINGS7. ASSIST IN THE PREPARATION AND SUBMISSION OF BUDGET PROPOSALS AND OTHER BUDGET-RELATED DOCUMENTS8. ASSIST IN THE IMPLEMENTATION OF THE PLANS AND PROGRAMS OF THE DIVISION		

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