



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
SPECIAL INVESTIGATOR II PCGG-DOJB-SPI 2-2-1998 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 INSPECTIONS TO VALIDATE THE 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 AND RECOVERED ASSETS/PROPERTIES.4. ASSIST IN THE RECONVEYANCE AND TITLING PROCESS OF SURRENDERED AND RECOVERED REAL PROPERTIES.5. ENSURE UPDATED PROFILES AND DOCUMENTS OF SEQUESTERED REAL PROPERTIES, AIRCRAFT, MANSIONS, RESTHOUSES, GUESTHOUSES, AND OTHER ASSETS ASSIGNED.6. COORDINATE WITH RECORD OFFICER ASND PERSONNEL-IN-CHARGE OF THE AMD INFORMATION MANAGEMENT SYSTEM ON THE UPDATING OF RECORDS AND ASSET PROFILING.		

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 **AUGUST 1, 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



NOTICE OF VACANCY

Position	Monthly Salary	Division /Office	Qualification Standards
CHIEF ADMINISTRATIVE OFFICER PCGG-DOJB-CADOF 7-2004 SG 24	Monthly Salary P 88,410.00 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	Administrative Services Finance & Admin. Dept.	Education : Master's Degree OR Certificate in Leadership and Management from the CSC Experience : 4 years of supervisory /management experience Training : 40 hours of supervisory /management training/ learning & development intervention Eligibility : Career Service Professional/Second Level eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">Ensures the strict implementation of the Division's mandatesReviews and certifies the correctness of procurement under R.A. 9184General Supervision of the day-to-day operation of ASDMonitors and ensures compliance by service providers with the terms and conditions of the contractPrepares communications pertaining to Administrative Division mattersEnsures implementation of Policy and Procedures Manual and Quality Workplace StandardsRepresents ASD in all committee meetings		
<p>NOTE: ONLY THOSE WHO POSSESS THE <u>RELEVANT OR CLOSELY RELATED WORK EXPERIENCES SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED.</u></p> <p>Interested and qualified applicants are advised to signify their interest in writing. Submit/send the following documents through courier or email not later than <u>AUGUST 1, 2022 :</u></p> <p>Application letter addressed to: Ms. EDITHA R. BAUTISTA Officer-In-Charge, HRDD</p> <ol style="list-style-type: none">Fully/properly accomplished Personal Data Sheet with attached Work Experience SheetPerformance rating in the last rating period (if applicable)Photocopy of diploma and/or certificate of graduationPhotocopy of an authenticated copy of the certificate of eligibility/bar or board rating/licensePhotocopy of certificate of training/seminars attended <p>Original documents must be on hand and ready once requested</p>			



Republic of the Philippines
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT

NOTICE OF VACANCY

Position	Monthly Salary	Division /Office	Qualification Standards
SUPERVISING ADMINISTRATIVE OFFICER PCGG-DOJB-SADOF 5-2004 SG 22	Monthly Salary P 69,963.00 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	CUSTODIANSHIP and MONITORING DIVISION SEQUESTERED ASSETS	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">Assists the Division Chief in the formulation of plans, activities, and projects for the efficient administration of various assets and properties under sequestration and/or litigation.Prepares a schedule for the conduct of periodic ocular inspection and physical inventory of properties under sequestration and/or litigation.Monitors and prepares a schedule for the appraisal of the aforesaid properties, in coordination with the in-house appraisers, in accordance with the existing appraisal policy manuals.Assists in updating the valuation of sequestered corporations and shares of stock in coordination with the Financial Studies and Investigation Division under the Research and Development Department.Monitors the status of ownership of sequestered real properties through regular updating of their certificates of title in coordination with the Registry of Deeds/Land Registration Authority.Assists in updating the corporate documents (i.e. General Information Sheet, Articles of Incorporation, Financial Statement, etc.) involving sequestered corporations/shares of stock.Assists in verifying the correctness and timeliness of updates in the assets management information systems.		

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 **AUGUST 1, 2022 :**

12. Application letter addressed to: **Ms. EDITHA R. BAUTISTA**
Officer-In-Charge, HRDD

13. Fully/properly accomplished Personal Data Sheet with attached Work Experience Sheet

14. Performance rating in the last rating period (if applicable)

15. Photocopy of diploma and/or certificate of graduation

16. Photocopy of **an authenticated** copy of the certificate of eligibility/bar or board rating/license

17. Photocopy of certificate of training/seminars attended

Original documents must be on hand and ready once requested