



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
DIRECTOR IV PCGG-DOJB-DIR 4-5-1998 SG 28	Monthly Salary P 145,427.00 PERA P 2,000.00 Rep Allow P 9,000.00 TranspoAllow P 9,000.00 Misc. Allow P 7,500.00 ExtraOrAllow P 3,800.00 Communication Allow P 4,000.00 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	Finance and Administration	Education : Master's degree or Certificate in Leadership and Management from CSC Experience : 5 Years of Supervisory/Management Experience Training : 120 Hours of Supervisory Management Learning and Development Intervention Eligibility : Career Service Professional/Second Level Eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Directs, supervises and monitors the operations and activities of various Divisions/Sections of the Finance and Administration Department2. Administers general policies, guidelines, systems and procedures relative to accounting, budgeting, collection, human resource management and administrative services of the Commission3. Reviews and signs financial transactions of the Commission4. Reviews and evaluate budget proposal, financial statements and recommends approval of the Commission5. Monitors the Commission's status of funds - Disbursements and Collections6. Undertakes a periodic review of policies, systems and procedures relative to Financial and Administrative activities and institutes necessary actions/revision7. Develops studies and recommends proposals for the Commission's long and short term support requirements8. Performs other related tasks as may be required/assigned by immediate superior from time to time		

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 **NOVEMBER 8, 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 : OCTOBER 24, 2022