



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
<p>SUPERVISING ADMINISTRATIVE OFFICER</p> <p>SG 22</p> <p>PCGG-DOJB-SADOF 7-2004</p>	<p>Monthly Salary P 71,511.00 PERA P 2,000.00</p> <p>Additional Annual Midyear 1 month Salary Bonus Year-End 1month Salary Bonus</p> <p>Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00</p>	<p>ADMINISTRATIVE SERVICES</p> <p>FINANCE AND ADMINISTRATION</p>	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience : 3 years of relevant experience</p> <p>Training : 16 hours of relevant training</p> <p>Eligibility : Career Service (Professional) /Second Level Eligibility</p>
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Overseeing the pre and post repair inspections of PCGG properties, plant and equipment and ensuring no adverse feedback in every inspection.2. Supervision of inventory-taking and preparation of necessary reports in relation thereto.3. Preparation of Motor Vehicle Pass (MVP) and transmission thereof to concerned signatories; monitoring of the prepared MVP to ensure its eventual approval before proceeding with the trip.4. In the event of a car breakdown, coordinates with the PCGG in-house mechanic for any minor repair. In case the extent of damage is beyond the capacity of the in-house mechanic, or one that requires major repair, the subject vehicle will be forwarded to the “casa” for dealership service.5. Initiating requests for the conduct of property inspection, repairs of motor vehicles, and purchase of common supplies, taking into account the complete specifications of each item for accuracy in the procurement process.6. Represent ASD in all committee meetings.		

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 **MARCH 3, 2023.**

1. Application letter addressed to : **Ms. EDITHA R. BAUTISTA**
Officer-In-Charge, HRDD
hrdd@pcgg.gov.ph
Landline: 8725-6983
No. 82 IRC Bldg., EDSA, Mandaluyong City
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
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NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
PROPERTY APPRAISER V SG 24 PCGG-DOJB-PRAP 5-I-1998	Monthly Salary P 90,078.00 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	ASSETS MANAGEMENT DIVISION SURRENDERED ASSETS	Education : Master's degree Experience : 4 years in position/s involving management and supervision Training : 24 hours of training in management and supervision Eligibility : R.A. 1080 (Real Estate Service)
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Supervises the appraisal of sequestered, surrendered, and recovered assets/properties.2. Coordinates with the Bids and Awards Committee (BAC) for the procurement of PhilGeps accredited appraisal companies.3. Supervises the ocular inspection and physical inventory of the aforementioned assets/properties.4. Organizes teams for an ocular inspection and inventory of the aforementioned assets/properties.5. Prepares/reviews reports relative to ocular inspection and inventory conducted.6. Monitors the maintenance of up-to-date records on inventory and appraisal.7. Supervises the procurement/updating of certified true copies of the certificates of title thru proper coordination with the Registry of Deeds/Land Registration Authority.8. Monitors the maintenance of up-to-date records on properties with certified true copies of the certificates of title.9. Performs assigned tasks as a member of the various committees.		

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PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT

NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
ADMINISTRATIVE OFFICER V SG 18 PCGG-DOJB-ADOF 5-16-2004	Monthly Salary P 46,725.00 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 AND ADMINISTRATION	Education : Bachelor's degree relevant to the job Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service (Professional) /Second Level Eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">Handles the delivery, storekeeping and stock control of all office supplies.Negotiates with prospective suppliers procurement with substantial amount that is required to undergo public bidding process in compliance with Republic Act No. 9184 .Reviews abstract of quotations and endorsement of the same to immediate superior for approval.Reviews reports pertaining to procurement of office supplies.Represents ASD in all committee meetings.		

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NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
PROPERTY APPRAISER II SG 15 PCGG-DOJB-PRAP 2-2-1998	Monthly Salary P 36,619.00 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	ASSETS MANAGEMENT DIVISION SURRENDERED ASSETS	Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : R.A. 1080 (Real Estate Service)
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Assists in the conduct of appraisal of sequestered, surrendered, and recovered assets/properties.2. Assists in the conduct of ocular inspection and physical inventory of the aforementioned assets/properties.3. Prepares/maintains up-to-date records on inventory and appraisal.4. Assists in the procurement/updating of certified true copies of the certificates of title thru proper coordination with the Registry of Deeds/Land Registration Authority.5. Prepares/maintains up-to-date records on properties with certified true copies of the certificates of title.6. Performs assigned tasks as a member of the various committees.		

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NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
ADMINISTRATIVE OFFICER III SG 14 PCGG-DOJB-ADOF 3-15-2004	Monthly Salary P 33,843.00 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	LIBRARY and RECORDS RESEARCH and DEVELOPMENT	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. Planning and implementation on the improvement of the records management system for Library records - filing and records keeping.2. Segregation/classification and inventory of documents for disposal.3. Assist in catering to document requests and encoding scanned documents.4. Filing and routing of documents, monitoring of output in scanning and encoding.		

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Position	Remuneration	Division /Office	Qualification Standards
EXECUTIVE ASSISTANT I SG 14 PCGG-DOJB-EXA 1-6-1998	Monthly Salary P 33,843.00 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	POLICIES AND PLANS RESEARCH and DEVELOPMENT	Education : Bachelor's degree 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. Prepare correspondences. agenda, highlights of meetings/ documentation reports of PPD.2. Maintains and updates the PPD schedule.3. Monitor and review the performance of operating units in terms of targets and accomplishments.4. Assists in the coordination activities of the office.5. Assist in the conduct of planning workshops and other workshops/training related to planning.6. Assist in the submission of plan and accomplishment reports to oversight agencies.		

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Position	Remuneration	Division /Office	Qualification Standards
<div>MESSENGER</div> <div>SG 2</div> <div>PCGG-DOJB-M 3-1998</div>	<div>Monthly Salary P 13,819.00 PERA P 2,000.00</div> <div>Additional Annual Midyear 1 month Salary Bonus Year-End 1month Salary Bonus</div> <div>Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00</div>	<div>ADMINISTRATIVE SERVICES</div> <div>FINANCE AND ADMINISTRATION</div>	<div>Education : Elementary school graduate</div> <div>Experience : None Required</div> <div>Training : None Required</div> <div>Eligibility : None Required (MC 11, s. 1996-Cat. III)</div>
Key Duties and Responsibilities	<div>1. Run general errands such as but not limited to, bills payment/bank transactions outside of office premises, secured delivery of official documents and even verbal messages (as long as official) to other government agencies or to departments/ divisions/units within the Commission.</div> <div>2. Provide assistance in the sorting and distribution of documents for delivery and maintenance of photocopies of the same for recordkeeping purposes.</div> <div>3. Provide assistance in the storage and issuance of office supplies in the absence of supply officer.</div> <div>4. Handle the operation of photocopying machine as required by the immediate supervisor in the absence of the machine operator, or as the need arises.</div>		

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