



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
PLANNING OFFICER II SG 15 CONTRACTUAL 4 C	Monthly Salary P 36,619.00 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	POLICIES and PLANS DIVISION RESEARCH and DEVELOPMENT	Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : None Required
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Assists in the preparation of the strategic and operations plans aligned with the overall goals of the Commission.2. Analyzes, and evaluates the performance and accomplishments of operating units against set targets.3. Assists in the formulation and review of policies and procedures manual.4. Assists in the facilitation and documentation of PPD-sponsored activities.5. Works closely with Budget Division in the preparation of PCGG's Annual Budget.6. Undertakes regular monitoring of programs, projects, and activities set in the Department/Division's PPMP.7. Assists in the preparation of plan and accomplishment reports to oversight agencies.		

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 no later than **SEPTEMBER 1, 2023.**

1. Application letter addressed to: **Mr. IRWIN S. VIDAL**
Chief Administrative Officer, HRDD
IRC Building, No. 82 EDSA, Mandaluyong City
hrdd@pcgg.gov.ph / irwin.vidal@pcgg.gov.ph
2. Fully/properly accomplished and notarized Personal Data Sheet with a recent passport-sized picture (CS Form No. 212, Revised 2017) attached Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. Photocopy of diploma and/or certificate of graduation
4. Photocopy of certificate of training/seminars attended

Original documents must be on hand and ready once requested



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Position	Remuneration	Division /Office	Qualification Standards
SENIOR ADMINISTRATIVE ASSISTANT III SG 15 COTERMINOUS PCGG-DOJB-SADAS 3-9-2004	Monthly Salary P 36,619.00 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	OFFICE OF THE COMMISSIONER	Education : Completion of two-year (2) studies in college Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : None Required
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Assists in clerical functions of the office.2. Drafts correspondence, and memos, as may be assigned from time to time. Keeps file of official communication and/or correspondence.3. Creates and manages written communication.4. Receive and route documents to the offices concerned.5. Answer queries and assists visitors of the Commission.		

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7. Photocopy of diploma and/or certificate of graduation

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NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
EXECUTIVE ASSISTANT II SG 17 COTERMINOUS PCGG-DOJB EXA 2-5-1998	Monthly Salary P 43,030.00 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	OFFICE OF THE COMMISSIONER	Education : Bachelor's degree Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : None Required
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Reviews, and prepares the execution of financial matters in relation to the functions of the Office of the Commissioner.2. Reviews and makes all necessary corrections on financial documents for the signature of the Commissioner.3. Reviews, and prepares the execution of the travel authorities of personnel documents, and all other related vital files for the Commissioner.4. Responsible for the checking of attachments, entries, and computation of financial documents.5. Prepares and checks Disbursements Vouchers and Obligation Request and Status.6. Liquidates cash advances for official travels and meetings in accordance with the GAM.7. In the absence of the Executive Assistant responsible, temporarily takes charge of the following;<ul style="list-style-type: none">▪ Receives incoming files & information, releases or routes, as well as logs/records and filling of the same.▪ Delivers incoming files for review to the proper officer of the office.▪ Maintains custody of the files of the Office of the Commissioner.		

	<ul style="list-style-type: none">▪ Receives and releases communications directed to those originating from the Commissioner via telephone, mobile, email, etc.▪ Coordinates with other individuals or other offices.▪ Arranges meetings/conferences and other logistical support.▪ Monitors and purchases office supplies and equipment.
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- 12. Photocopy of certificate of training/seminars attended

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POSTED: August 16, 2023



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
RECORDS OFFICER II SG 14 CONTRACTUAL 44 C	Monthly Salary P 33,843.00 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	ADMINISTRATIVE SERVICES DIVISION FINANCE AND ADMINISTRATION	Education : Bachelor's degree Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : None Required
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Receives, records, and reviews monthly billing for security services, janitorial services, newspaper subscriptions, telephone landlines, internet subscriptions, supply of purified drinking water, and rental of photocopiers.2. Prepares summary Report of Monthly Billing of telephone landlines and rental of photocopiers.3. Prepares Memorandum/Certification Re: Verification of Telephone calls/charges.4. Prepares transmittal slip for every Statement of Account with supporting documents to be forwarded to the Budget Division for processing of payment.5. Maintains record of Purchase Requests (PR) of all departments/divisions serially numbered in accordance with PR Date and properly transmitted to the Budget Division for price validation.6. Remits payment for telephone landline charges to service provider PLDT, Inc.		

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