



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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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.**

- 9. 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
- 10. 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
- 11. Photocopy of diploma and/or certificate of graduation
- 12. Photocopy of certificate of training/seminars attended

Original documents must be on hand and ready once requested

POSTED: August 16, 2023