



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