



# NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
<b>RECORDS OFFICER II</b> <b>SG 14</b> <b>CONTRACTUAL 44 C</b>	<b>Monthly</b> Salary P 33,843.00 PERA P 2,000.00  <b>Additional Annual</b> 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	<b>ADMINISTRATIVE SERVICES DIVISION</b>  <b>FINANCE AND ADMINISTRATION</b>	<b>Education :</b> Bachelor's degree <b>Experience :</b> 1 year of relevant experience <b>Training :</b> 4 hours of relevant training <b>Eligibility :</b> None Required
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>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.</li><li>2. Prepares summary Report of Monthly Billing of telephone landlines and rental of photocopiers.</li><li>3. Prepares Memorandum/Certification Re: Verification of Telephone calls/charges.</li><li>4. Prepares transmittal slip for every Statement of Account with supporting documents to be forwarded to the Budget Division for processing of payment.</li><li>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.</li><li>6. Remits payment for telephone landline charges to service provider PLDT, Inc.</li></ol>		

**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](mailto:hrdd@pcgg.gov.ph) / [irwin.vidal@pcgg.gov.ph](mailto: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](http://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**