



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
ADMINISTRATIVE OFFICER V PCGG-DOJB-ADOF 5-12-2004 SG 18	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	Custodianship and Monitoring Division Sequestered Assets	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">1. Conducts financial analysis of corporations under sequestration and litigation.2. Verifies and updates the ownership and status of shares of stock under sequestration and litigation.3. Maintains an updated database of sequestered corporations and shares of stock.4. Assists in the conduct of physical inventory and ocular inspection on sequestered assets.5. Performs other functions as may be directed by the Division Chief or Director from time to time.		

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 **NOVEMBER 3, 2023**

1. Application letter addressed to: **Mr. IRWIN S. VIDAL**
Chief Administrative Officer
21st and 22nd Floors The JMT Condominium Corporation
27 ADB Avenue, Ortigas Center, Brgy. San Antonio, Pasig City
Email: hrdd@pcgg.gov.ph
maria.cecilia.flores@pcgg.gov.ph
2. Fully/properly accomplished and notarized 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 an **authenticated copy** of the certificate of eligibility/bar or board rating/license
6. Photocopy of certificate of training/seminars attended

Original documents must be on hand and ready once requested



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
PROPERTY APPRAISER III PCGG-DOJB-PRAP 3-I-1998 SG 18	Monthly Salary P 46,725.00 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	Special Projects Division Sequestered Assets	Education : Bachelor's degree relevant to the job Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : R.A. 1080 (Real Estate Service)
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Conducts appraisal of properties under sequestration and litigation; as well as surrendered and recovered properties as may be assigned by the immediate supervisor or department head.2. Verifies and updates the ownership and status of properties under sequestration and litigation; including surrendered and recovered assets as may be assigned by the immediate supervisor or department head.3. Maintains an updated valuation and database of properties under sequestration and litigation.4. Assists in the conduct of ocular inspection and physical inventory of sequestered, surrendered, and recovered assets.5. Maintains an updated certified true copies of titles, tax declarations, and other pertinent documents concerning the aforementioned assets.6. Performs other functions as may be directed by the Division Chief or Director from time to time.		

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