



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
ADMINISTRATIVE OFFICER V SG 18 PCGG-DOJB-ADOF 5-18-2004	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	BUDGET and DISBURSEMENT DIVISION CASH UNIT FINANCE and ADMINISTRATION	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. Disburses general and specific funds.2. Review documents in support of actual disbursement.3. Prepares Disbursement Reports.4. Disburses petty cash payments of employees.5. Maintains records of cash advances and paid vouchers for operating and revolving funds.6. Monitors status of Notice of Cash Allocation (NCA).		

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 **JANUARY 14, 2024.**

1. Application letter addressed to: **Mr. IRWIN S. VIDAL**
Chief Administrative Officer, HRDD
The JMT Condominium Corporation
No. 27 ADB Avenue, Ortigas Center
Brgy. San Antonio, Pasig City
maria.cecilia.flores@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
5. Performance Rating in the last rating period (if applicable)
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Position	Remuneration	Division /Office	Qualification Standards
ADMINISTRATIVE OFFICER III SG 14 PCGG-DOJB-ADOF 3-15-2004	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	LIBRARY and RECORDS 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 : Career Service (Professional) / Second-Level Eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Planning and implementation of the improvement of the records management system for Library records – filing and records keeping.2. Segregation/classification and inventory of documents for disposal.3. Assist in catering to document requests and encoding scanned documents.4. Routing of documents, and monitoring of output in scanning and encoding.		

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COMPUTER PROGRAMMER II SG 15 PCGG-DOJB-COMPRO 2-1-1998 PCGG-DOJB-COMPRO 2-2-1998	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	MANAGEMENT INFORMATION SERVICES 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 : Career Service (Professional) / Second-Level Eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Design program logic for application systems based on specifications resulting from a detailed systems analysis and design.2. Encode application system requirements by converting detailed designs into computer language.3. Redesign source codes for systems undergoing maintenance and/or update.4. Confirm program operation by conducting unit tests; and modifying program and/or codes as needed.5. Troubleshoot system bugs and issues in existing application systems.6. Conduct end-user training upon completion of software development/enhancement as needed.7. Perform other related tasks as may be required/assigned by immediate superior from time to time.		

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Position	Remuneration	Division /Office	Qualification Standards
CHIEF ADMINISTRATIVE OFFICER SG 24 PCGG-DOJB-CADOF 7-2004	Monthly Salary P 90,078.00 PERA P 2,000.00 Rep. Allow P 5,000.00 Transpo Allow. P 5,000.00 Comm. Allow. P 2,500.00 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 DIV. FINANCE and ADMINISTRATION	Education : Master's Degree OR Certificate in Leadership and Management from the CSC Experience : 4 years of supervisory/ management experience Training : 40 hours of supervisory/ management training/ learning & development intervention Eligibility : Career Service (Professional) / Second-Level Eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">Supervises and coordinates the functions of the property, transportation, procurement, and office services units.Reviews, certifies the correctness of, and endorses action on documents pertaining to property, transportation, purchasing, and office service matters.Disburses petty cash funds for emergency and immediate administrative expenses.Monitors and ensures compliance by service contracts with of the terms and conditions of the contracts.Prepares communications pertaining to Administrative Division matters.		

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CHIEF ADMINISTRATIVE OFFICER SG 24 PCGG-DOJB-CADOF 4-2004	Monthly Salary P 90,078.00 PERA P 2,000.00 Rep. Allow P 5,000.00 Transpo Allow. P 5,000.00 Comm. Allow. P 2,500.00 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	LIBRARY and RECORDS DIVISION RESEARCH and DEVELOPMENT	Education : Master's Degree OR Certificate in Leadership and Management from the CSC Experience : 4 years of supervisory/ management experience Training : 40 hours of supervisory/ management training/ learning & development intervention Eligibility : Career Service (Professional) / Second- Level Eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">Over-all supervision of the Library and Records Division as to :<ul style="list-style-type: none">Request & delivery, photocopying of documentsScanning & encoding of recordsAccomplishment ReportPreparation of evidentiary documents for PCGG cases under litigation per request of the Legal Department and Office of the Solicitor General.Issue certified copies of documents to be used as exhibits in PCGG cases and appear in court as a witness in Sandiganbayan & other courts for that matter.Prepare reports, memos & other correspondence with regard to the day-to-day function/workflow of the Library & Records Division.Attend meetings as member of the various committees/task force/mission orders created by the Commission.		

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CHIEF ADMINISTRATIVE OFFICER SG 24 PCGG-DOJB-CADOF 6-2004	Monthly Salary P 90,078.00 PERA P 2,000.00 Rep. Allow P 5,000.00 Transpo Allow. P 5,000.00 Comm. Allow. P 2,500.00 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	FINANCIAL STUDIES and INVESTIGATION DIVISION RESEARCH and DEVELOPMENT	Education : Master's Degree OR Certificate in Leadership and Management from the CSC Experience : 4 years of supervisory/ management experience Training : 40 hours of supervisory/ management training/ learning & development intervention Eligibility : Career Service (Professional) / Second-Level Eligibility
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Conducts Financial Analysis and Report of various corporations as requested by other Departments/Commission.2. Review reports on investigation, data gathering, etc. before submission to the Director for approval.3. Develop plans and programs in support of the strategic plans of the agency and monitor and evaluate the same.4. Monitors requests from other parties and ensures they are complied with (result of data gathering, financial analysis, etc.)5. Review and approve staff outputs.		

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