



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
ADMINISTRATIVE OFFICER V SG 18 PCGG-DOJB-ADOF 5-14-2004	Monthly Salary P 46,725.00 PERA P 2,000.00 Additional Annual Midyear 1 month Bonus Salary Year-End 1 month Bonus Salary Cash Gift P 5,000.00 Uniform Allow. P 7,000.00 PEI P 5,000.00	FINANCIAL STUDIES and INVESTIGATION DIVISION RESEARCH and DEVELOPMENT	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 Competency : *Problem Solving & Decision Making Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. *Leading in a Continuously Changing Environment Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.
Key Duties and Responsibilities	<ol style="list-style-type: none">Assists in the implementation of research and investigation plans and programs of the Division.Prepares reports on the Division's evaluation of the financial and accounting data, and business transactions and events that support the Commission's litigation and complement AMD's assets monitoring.Examines documents and analyzes or synthesizes financial and economic data to support litigation or such other purposes as may be required.		

	<div>4. Selects, obtains, and complies documents and records from primary and secondary sources within and without the Commission either for intermediate analysis or directly augment the Commission’s evidence profiles for litigation.</div> <div>5. Draft letters and correspondence to other government agencies private entities and individuals in support of the Department’s plans and programs for Research and Investigation for review by the Division Chief.</div> <div>6. Maintains and cultivates contacts with other government agencies to facilitate access to information.</div> <div>7. Performs administrative functions for the Division.</div>
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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 **APRIL 12, 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

Original documents must be on hand and ready once requested

Posted: March 25, 2024



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
INTELLIGENCE OFFICER II SG 15 PCGG-DOJB-INTELO 2-1-1998	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 7,000.00 PEI P 5,000.00	FINANCIAL STUDIES and INVESTIGATION 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 Competency : * Technical Writing Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. * Critical & Analytical Thinking Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others. * Asset Valuation Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. * Project Management Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. * Research & Information Analysis Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.

Key Duties and Responsibilities	<ol style="list-style-type: none">1. Gathers, receives, and solicits information/data, and documents involving reports of ill-gotten wealth.2. Detect and report cases of graft and ill-gotten wealth.3. Process/interpret information/data, documents, and other papers as to their authenticity.4. Verifies information reports gathered.5. Maintains an up-to-date file of the subject of the investigation.6. Conduct preliminary interviews of witnesses,7. Draft correspondence for the signature of the superiors.8. Undertakes confidential missions approved by the Division Chief.
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Position	Remuneration	Division /Office	Qualification Standards
PROPERTY APPRAISER II SG 15 PCGG-DOJB-PRAP 2-1-1998 PCGG-DOJB-PRAP 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 7,000.00 PEI P 5,000.00	ASSETS MANAGEMENT DIVISION SURRENDERED ASSETS	Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : R.A. 1080 (Real Estate Service) Competency : * Technical Writing Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. * Critical & Analytical Thinking Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. * Asset Valuation Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others. * Project Management Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. * Research & Information Analysis Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.

Key Duties and Responsibilities	<ol style="list-style-type: none">1. Assist in the conduct of appraisal of sequestered, surrendered, and recovered assets/properties.2. Assist in the conduct of ocular inspection and a physical inventory of the aforementioned assets/properties.3. Prepare/maintain up-to-date records on inventory and appraisal.4. Assist in the procurement/updating of certified true copies of the certificates of title through proper coordination with the Registry of Deeds/ Land Registration Authority.5. Prepare/maintain up-to-date records on properties with certified true copies of the certificates of title.6. Performs assigned tasks as a member of the various committees.
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NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
<p>LEGAL ASSISTANT I</p> <p>SG 10</p> <p>PCGG-DOJB-LEA 1-1-1998</p> <p>PCGG-DOJB-LEA 1-2-1998</p>	<p>Monthly</p> <p>Salary P 23,176.00</p> <p>PERA P 2,000.00</p> <p>Additional Annual</p> <p>Midyear 1 month Salary Bonus</p> <p>Year-End 1 month Salary Bonus</p> <p>Cash Gift P 5,000.00</p> <p>Uniform Allow. P 7,000.00</p> <p>PEI P 5,000.00</p>	<p>OFFICE OF THE LEGAL DIRECTOR</p> <p>LEGAL RESEARCH DIVISION</p> <p>LEGAL</p>	<p>Education :</p> <p>BS Legal Management, AB Paralegal Studies, Law, Political Science OR other Allied Courses</p> <p>Experience :</p> <p>None Required</p> <p>Training :</p> <p>None Required</p> <p>Eligibility :</p> <p>Career Service Professional / Second Level Eligibility</p> <p>Competency :</p> <p>*Information Protection</p> <p>Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</p> <p>*Communication Skills</p> <p>Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</p> <p>*Resourcefulness</p> <p>Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</p> <p>*Adaptability</p> <p>Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</p> <p>*Administrative Skills</p> <p>Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</p>

			*Data & Information Gathering Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.
Key Duties and Responsibilities	<ol style="list-style-type: none"> 1. Assists in the presentation of legal briefs and opinions. 2. Assists in the review and analysis of legal transactions for the Commission. 3. Assists in the investigation undertaken by the Department. 4. Undertakes legal research as may be assigned. 5. In general, assists the Attorney V in providing legal service to various offices of the Commission. 		

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NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
ACCOUNTANT II SG 16 CONTRACTUAL 48 C	Monthly Salary P 39,672.00 PERA P 2,000.00 Additional Annual Midyear Bonus 1 month Salary Year-End Bonus 1 month Salary Cash Gift P 5,000.00 Uniform Allow. P 7,000.00 PEI P 5,000.00	ACCOUNTING DIVISION FINANCE and ADMINISTRATION	Education : Bachelor's degree in Commercial/Business Administration major in Accounting Experience : 1 year of relevant experienter Training : 4 hours of relevant training Eligibility : RA 1080 (CPA) Competency : *Technical Writing Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others. *Critical & Analytical Thinking Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others. *Asset Valuation Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others. *Project Management Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. *Research & Information Analysis Intermediate: Requires a moderate

			amount of help or supervision from others. Can do things and deal with everyday problems.
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Support the Supervising Administrative Officer in the preparation of the financial reports and statements.2. Analyze various Ledger Accounts and prepare supporting audit schedules, especially the Trust Liabilities consisting of deductions and remittances to employees.3. Journalize the Disbursement Vouchers.4. File BIR remittances online and encode the alpha list in the BIR system.5. Any other function that may be assigned.		

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Posted: March 25, 2024



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
RECORDS OFFICER I SG 10 CONTRACTUAL 33 C	Monthly Salary P 23,176.00 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 7,000.00 PEI P 5,000.00	LIBRARY and RECORDS DIVISION RESEARCH and DEVELOPMENT	Education : Bachelor's degree Experience : None required Training : None required Eligibility : None Required Competency : *Information Protection Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. *Communication Skills Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. *Resourcefulness Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. *Adaptability Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems. *Administrative Skills Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others. *Data & Information Gathering Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.

Key Duties and Responsibilities	<ol style="list-style-type: none">1. Filing, sorting, and labeling of documents stored inside the Library vault.2. Scanning and encoding of turned-over records.3. Computer search of requested documents.		

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