



# NOTICE OF VACANCY

Date of Publication: JUNE 24, 2024

**SUPERVISING ADMINISTRATIVE OFFICER**, PCGG-DOJB-SADOF 4-2004,  
**PERMANENT**, Press and Information Office (PIO)-Office of the Chairperson

Monthly Salary (SG 22)	Php 71,511.00
Benefits/ Incentives:  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"><li>• Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>• 1 Month Salary – Mid-Year Bonus</li><li>• 1 Month Salary – Year-End Bonus</li><li>• Php 5,000.00 – Cash Gift</li><li>• Php 7,000.00 – Clothing Allowance</li></ul>
Education	Bachelor’s Degree relevant to the job
Experience	3 years of relevant experience
Training	16 Hours of relevant training
Eligibility	Career Service Professional/Second-Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Problem Solving and Decision Making</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li>• <b>Strategic Thinking</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li>• <b>Empowering and Developing Others</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li>• <b>Leading in a Continuously Changing Environment</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li>• <b>Driving Performance for Integrity and Service</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li></ul>
Place of Assignment	The Press and Information Office is responsible for communicating with the media, public, other agencies, and within the Commission on PCGG-related issues and/or information requirements. The PIO’s coverage is extensive and spans various media outlets, both local and foreign including newspapers, radio programs, television shows, and social media platforms. Furthermore, the PIO oversees the Feedback and Communication Committee which is in charge of monitoring and evaluating PCGG’s Citizen/Client Satisfaction Rating, and facilitates investigation/data gathering on complaints concerning PCGG from 8888 Hotline, and Contact Center ng Bayan.

<b>Key Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• The Supervising Administrative Officer shall be the Officer-In-Charge of the PIO.</li><li>• Facilitates requests for information which includes official press statements, requests for interviews, and press releases on PCGG-related matters.</li><li>• Prepares/drafts initial press statements and external letters to editors subject to the approval of the Chairperson.</li><li>• Reviews news clippings and issuance of information to queries.</li><li>• Maintains and updates the PCGG's official website and social media accounts.</li><li>• Takes part in the creation of PCGG's Internal Audit Unit based on DOJ MC No. 033 dated 13 November 2024 and DBM MC letter No. 2023-14 dated 27 October 2023.</li><li>• Performs various functions that the Commission may direct to carry out the mandates of PCGG.</li></ul>
--	--

**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 read the qualifications of the position and signify their interest through the PCGG online Recruitment Form no later than **JULY 10, 2024**

<https://bit.ly/PCGGCareersApplication>



**Original documents must be on hand and ready once requested.**



# NOTICE OF VACANCY

Date of Publication: JUNE 24, 2024

**SECURITY OFFICER III**, PCGG-DOJB-SECO 3-1-1998, **PERMANENT**  
Financial Studies and Investigation Division, Research and Development

Monthly Salary (SG 18)	Php 46,725.00
Benefits/ Incentives:  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"><li>• Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>• 1 Month Salary – Mid-Year Bonus</li><li>• 1 Month Salary – Year-End Bonus</li><li>• Php 5,000.00 – Cash Gift</li><li>• Php 7,000.00 – Clothing Allowance</li></ul>
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	<ul style="list-style-type: none"><li>• <b>Technical Writing</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li>• <b>Critical &amp; Analytical Thinking</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li><li>• <b>Asset Valuation</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li><li>• <b>Project Management</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li><li>• <b>Research &amp; Information Analysis</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li></ul>
Place of Assignment	The Financial Studies and Investigation Division (FSID) is in charge of gathering, evaluating, and investigating information involving PCGG matters. FSID assists in the analysis of financial reports to support the Commission’s monitoring functions.

<b>Key Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Implement various safeguards and measures to prevent unauthorized access to the database containing Legal Cases, Sequestered and Surrendered Assets, Procurement, Finance, and other administrative data;</li><li>• Formulates various measures/safeguards to protect the documents and e-documents from loss, theft, access, damage, and sabotage as well as processes from compromise, leakage, or loss;</li><li>• Implements directives, circulars, and guidelines relative to safeguards/measures and protection of documents;</li><li>• Conducts surveys and inspections of files of all departments to determine whether or not document security is being maintained such as but not limited to classification, priority, and transmittal;</li><li>• Assists in the training o indoctrination of PCGG personnel on document and Communication security;</li><li>• Performs such other related duties/functions as may be directed by superior officers.</li></ul>
--	--

**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 read the qualifications of the position and signify their interest through the PCGG online Recruitment Form no later than **JULY 10, 2024**

<https://bit.ly/PCGGCareersApplication>



**Original documents must be on hand and ready once requested.**



# NOTICE OF VACANCY

Date of Publication: JUNE 24, 2024

**INTELLIGENCE OFFICER III**, PCGG-DOJB-INTELO 3-1-1998, **PERMANENT**  
Financial Studies and Investigation Division, Research and Development

Monthly Salary (SG 18)	Php 46,725.00
Benefits/ Incentives:  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"><li>• Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>• 1 Month Salary – Mid-Year Bonus</li><li>• 1 Month Salary – Year-End Bonus</li><li>• Php 5,000.00 – Cash Gift</li><li>• Php 7,000.00 – Clothing Allowance</li></ul>
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	<ul style="list-style-type: none"><li>• <b>Problem Solving and Decision Making</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li>• <b>Strategic Thinking</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li><li>• <b>Empowering and Developing Others</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li><li>• <b>Leading in a Continuously Changing Environment</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li>• <b>Driving Performance for Integrity and Service</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li></ul>
Place of Assignment	The Financial Studies and Investigation Division (FSID) is in charge of gathering, evaluating, and investigating information involving PCGG matters. FSID assists in the analysis of financial reports to support the Commission’s monitoring functions.

Key Duties and Responsibilities	<ul style="list-style-type: none"><li>• Develop and set up a structured centralized data management system for legal, asset management, finance, procurement, accounting processes, and other administrative services;</li><li>• Ensure data integrity, accuracy, and consistency across all records, prioritizing security;</li><li>• Develop efficient processes for collecting data across PCGG.</li><li>• Establish and manage secure databases and systems to streamline data processing and reporting;</li><li>• Implement measures to safeguard the security and confidentiality of all the PCGG data;</li><li>• Provide training and assistance to staff regarding secure data management systems and best practices;</li><li>• Performs such other related duties/functions as may be directed by superior officers.</li></ul>
---------------------------------	---

**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 read the qualifications of the position and signify their interest through the PCGG online Recruitment Form no later than **JULY 10, 2024.**

<https://bit.ly/PCGGCareersApplication>



**Original documents must be on hand and ready once requested.**