



# NOTICE OF VACANCY

Date of Publication: JUNE 3, 2024

**ADMINISTRATIVE AIDE III**, PCGG-DOJB-ADA 3-8-2004, **PERMANENT**  
Administrative Services Division, Finance and Administration

Monthly Salary (SG 3))	Php 14,678.00
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><li>• Php 5,000.00 – Productivity Enhancement Incentive</li></ul>
Education	Completion of Two-Year Studies in College
Experience	None Required
Training	None Required
Eligibility	Career Service Sub-Professional/First-Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Information Protection</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>Communication Skills</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>Resourcefulness</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>Adaptability</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>Administrative Skills</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>Data &amp; Information Gathering</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li></ul>
Key Duties and Responsibilities	<ul style="list-style-type: none"><li>• Assist in the issuance of ICS and PAR to the end users;</li><li>• Assist in the conduct of inventory and disposal;</li><li>• File and Scan Property documents and reports;</li><li>• Verify waste material reports;</li><li>• Monitor and update regularly the estimated useful life of PPE and Semi-expendable.</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 **JUNE 15, 2024**

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# NOTICE OF VACANCY

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**ADMINISTRATIVE AIDE III**, PCGG-DOJB-ADA 3-9-2004, **PERMANENT**  
Administrative Services Division, Finance and Administration

Monthly Salary (SG 3))	Php 14,678.00
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><li>• Php 5,000.00 – Productivity Enhancement Incentive</li></ul>
Education	Completion of Two-Year Studies in College
Experience	None Required
Training	None Required
Eligibility	Career Service Sub-Professional/First-Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Information Protection</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>Communication Skills</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>Resourcefulness</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>Adaptability</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>Administrative Skills</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>Data &amp; Information Gathering</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li></ul>
Key Duties and Responsibilities	<ul style="list-style-type: none"><li>• Prepare OBR and DV;</li><li>• Verify and check documents for payment;</li><li>• Update payment monitoring;</li><li>• Coordinate with the team regarding budget utilization rate monthly or when needed;</li><li>• Coordinate with Accounting, Budget, and Cash for processing of payments when necessary.</li></ul>

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**ADMINISTRATIVE AIDE III**, PCGG-DOJB-ADA 3-20-2004, **PERMANENT**  
Administrative Services Division, Finance and Administration

Monthly Salary (SG 3))	Php 14,678.00
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><li>• Php 5,000.00 – Productivity Enhancement Incentive</li></ul>
Education	Completion of Two-Year Studies in College
Experience	None Required
Training	None Required
Eligibility	Career Service Sub-Professional/First-Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Information Protection</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>Communication Skills</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>Resourcefulness</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>Adaptability</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>Administrative Skills</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>Data &amp; Information Gathering</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li></ul>
Key Duties and Responsibilities	<ul style="list-style-type: none"><li>• Ensure that all ASD units will provide customer feedback forms;</li><li>• Provide support and assistance to external and internal clients;</li><li>• Handle customer inquiries and complaints and assist to resolve;</li><li>• Assist in the digitization process of the division.</li></ul>

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# NOTICE OF VACANCY

Date of Publication: JUNE 3, 2024

**DEVELOPMENT MANAGEMENT OFFICER V**, PCGG-DOJB-DMO 5-1-1998,  
**PERMANENT**, Surrendered Assets - Disposal/Privatization Division

Monthly Salary (SG 24)	Php 90,078.00
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>• Php 6,000.00 – Representation Allowance</li><li>• Php 6,000.00 - Transportation 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><li>• Php 5,000.00 – Productivity Enhancement Incentive</li></ul>
Education	Master’s Degree OR Certificate in Leadership and Management from the CSC
Experience	4 years of Supervisory/Management
Training	40 Hours of Supervisory/Management Training/Learning and Development Intervention
Eligibility	Career Service Professional/Second-Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Problem Solving and Decision Making</b> <b>Expert:</b> Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.</li><li>• <b>Strategic Thinking</b> <b>Expert:</b> Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.</li><li>• <b>Empowering and Developing Others</b> <b>Expert:</b> Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.</li><li>• <b>Leading in a Continuously Changing Environment</b> <b>Expert:</b> Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.</li><li>• <b>Driving Performance for Integrity and Service</b> <b>Expert:</b> Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.</li></ul>
Key Duties and Responsibilities	<ul style="list-style-type: none"><li>• Recommends and implements plans and programs for the sale of surrendered and recovered assets due for privatization.</li><li>• Supervises the following processes;<ul style="list-style-type: none"><li>a. Determination and submission of a floor price for approval</li><li>b. Publication and posting of the sale in the newspapers, social media, etc.</li><li>c. For real estate assets<ul style="list-style-type: none"><li>- marketing to owners of adjacent properties, LGUs, etc.</li><li>- invite real estate developers, investors, individual buyers, etc. to Participate in the public bidding of assets for sale</li></ul></li><li>d. Installation of “For Sale” signboards on real properties for sale</li></ul></li></ul>

- e. For corporate and personal assets
    - sale transactions are conducted in the Head Office, unless prescribed Otherwise
    - invite investors, individual buyers, etc. to conduct public bidding on assets for sale
  - f. Prepare bidding/negotiated sales guidelines, terms, and conditions, etc.
  - g. Prepare supporting documents and other materials for the sale and answer inquiries relative thereto
  - h. Conduct of public auction or negotiated sale. Ensure public auction/negotiated sale is conducted according to PCGG policies and privatization laws
  - i. Prepare and submit recommendations on the results of public auctions or negotiated sales
  - j. Turnover of assets to the winning bidder/buyer upon full payment of the bid price in accordance with existing rules
- Assists in the formulation of policies and procedures to improve the division's existing policies on the administration and disposal of assets, for approval by the Commission;
  - Provides inputs regarding the management and disposal of recovered and surrendered assets to establish alternative disposition strategies;
  - Creates systems and procedures to effectively implement/monitor all activities related to asset disposition. Conduct research work on marketing and sale of properties;
  - Coordinates with the Accounting Division to ensure proper booking of all sold Assets and submit required report;
  - Supervises assigned officers and staff and evaluates the performance of each personnel;
  - Adheres to the prescribed Commission policies and procedures;
  - Attends Mancom and Commission en banc meetings, when required;
  - Performs other functions as may be assigned by the Director/Commissioner-In-Charge/Commission.

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**DEVELOPMENT MANAGEMENT OFFICER III**, PCGG-DOJB-DMO 3-2-1998,  
**PERMANENT**, Surrendered Assets - Disposal/Privatization Division

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><li>• Php 5,000.00 – Productivity Enhancement Incentive</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>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>
Key Duties and Responsibilities	<ul style="list-style-type: none"><li>• Implement marketing plans and programs for the disposition of recovered and surrendered assets (PCGG properties);</li><li>• Assist in the formulation of policies and procedures to enhance existing policies in the administration and marketing of real estate assets;</li><li>• Coordinate with the Privatization Council in the preparation of privatization plans and programs;</li><li>• Updates and monitor the estimated market and appraised values of all assigned properties;</li><li>• Coordinate with the Special Bids and Awards Committee for the effective marketing of PCGG properties for sale;</li><li>• Organize pre-inspection and inventory of the properties for sale. Accompany interested parties as applicable, to inspect the subject assets for sale;</li></ul>

- Prepare and maintain profiles of each asset for sale;
- Review and evaluate market trends of PCGG properties for sale;
- Assist in the turnover of sold assets;
- Adhere to prescribed office policies and procedures;
- Perform other functions as may be assigned by superiors from time to time.

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