



# NOTICE OF VACANCY

Date of Publication:        **SEPTEMBER 10, 2024**

**PROPERTY APPRAISER II**, PCGG-DOJB-PRAP 2-1-1998, **PERMANENT**  
Assets Management Division, Surrendered Assets

Monthly Salary (SG 15)	Php 38,413.00
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	1 year of relevant experience
Training	4 Hours of relevant training
Eligibility	R.A. 1080 (REAL ESTATE SERVICE)
Competency	<ul style="list-style-type: none"><li>• <b>Technical Writing</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>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>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>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>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 conduct of appraisal of sequestered, surrendered, and recovered assets/properties;</li><li>• Assist in the conduct of ocular inspection and a physical inventory of the aforementioned assets/properties;</li><li>• Prepare and maintain up-to-date records on inventory and appraisal;</li><li>• 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;</li><li>• Prepare/maintain up-to-date records on properties with certified true copies of the certificates of title;</li><li>• Performs assigned tasks as a member of the various committees.</li></ul>

**NOTE: ONLY THOSE WHO POSSESS THE RELEVANT or CLOSELY RELATED WORK EXPERIENCES SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED.**

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**Interested and qualified applicants are advised to read the qualifications of the position and signify their interest through the following;**

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**EXECUTIVE ASSISTANT I**, PCGG-DOJB-EXA 1-1-1998, **PERMANENT**  
Office of the Director, Research and Development

Monthly Salary (SG 14)	Php 35,434.00
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	1 year of relevant experience
Training	4 Hours of relevant training
Eligibility	Career Service Professional/Second Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Technical Writing</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>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 the Director and Executive Assistant III in formulating, planning, programming, and implementing policies, procedures, programs, and projects for the Department;</li><li>• Prepares departmental, staff, and other meetings including creating agendas, preparing any meeting materials, and/or presentations, scheduling the conference space required, connecting meetings to the required technology, facilitating its’ conduct, and managing the budget needed for these meetings and/or conferences;</li><li>• Do some liaison work with outside parties on behalf of the Director and/or represent him/her in certain situations as assigned by the Director;</li><li>• Handles confidential business matters, works independently on special assignments, and maintains smooth operation of the office responsibilities of the executive. Operates independently in the absence of the Director, calling on staff when required;</li><li>• Performs other functions as may be assigned.</li></ul>

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# NOTICE OF VACANCY

Date of Publication:        **SEPTEMBER 10, 2024**

**ADMINISTRATIVE OFFICER IV**, PCGG-DOJB-ADOF 4-12-2004, **PERMANENT**  
Custodianship and Monitoring Division, Sequestered Assets

Monthly Salary (SG 15)	Php 38,413.00
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	1 year of relevant experience
Training	4 Hours of relevant training
Eligibility	Career Service Professional/Second-Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Technical Writing</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>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>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>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 conduct of ocular inspection/physical inventory of sequestered properties;</li><li>• Assist in gathering the latest copies of certificates of titles, tax declarations, and corporate documents (i.e. Articles of Incorporation, By-Laws, Financial Statements, General Information Sheet, etc.);</li><li>• Conducts research work as assigned;</li><li>• Assist in scanning/digitization of records;</li><li>• Responsible for the processing of Region VIII utilities;</li><li>• Performs other functions as may be directed by the Director/Division Chief.</li></ul>

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# NOTICE OF VACANCY

Date of Publication: SEPTEMBER 10, 2024

**SPECIAL INVESTIGATOR V** PCGG-DOJB-SPI 5-1-1998, **PERMANENT**  
Special Projects Division, Sequestered Assets

Monthly Salary (SG 24)	Php 94,132.00
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 - Monthly Representation Allowance</li><li>• Php 6,000.00 - Monthly Transportation Allowance</li><li>• Php 2,500.00 - Monthly Communication 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 experience
Training	40 Hours of Supervisory/Management Learning and Development Intervention
Eligibility	Career Service Professional/Second-Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Problem-solving &amp; Decision-Making Expert</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 a mentor or guide 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 a mentor or guide 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 a mentor or guide 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 a mentor or guide 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 a mentor or guide for others.</li></ul>
Key Duties and Responsibilities	<ul style="list-style-type: none"><li>• Develop and recommend new plans, policies, and procedures to enhance the division’s existing operation and administration;</li><li>• Supervise the day-to-day operation of the Division;</li><li>• Supervise the conduct of continuing research and investigation relative to the assigned assets to prevent their dissipation, concealment, or illegal disposition by unauthorized persons;</li><li>• Provide assistance to the Legal Department to ensure compliance and implementation of the Compromise Agreement and Judicial Decisions;</li><li>• Serve/implement Notice of Lis Pendens/Adverse Claims, etc. issued by the Commission in coordination with the Legal Department;</li></ul>



	<ul style="list-style-type: none"><li>• Monitor and review reports and outcomes of cases related to sequestered/litigated assets and update superiors on the current status of the same. Recommend and implement courses of action in response to immediate concerns. Conduct confirmation/investigation to validate the reports;</li><li>• Implement Writ of Execution issued by the court in coordination with the Legal Department;</li><li>• Supervise the reconveyance/titling/registration of ownership and rights of surrendered and recovered assets;</li><li>• Provide the necessary documents and data to the Land Bank of the Philippines, in coordination with the various concerned government agencies, relative to the processing and release of proceeds for surrendered or recovered landholdings covered by CARP;</li><li>• Ensure transfer of custodianship to the Surrendered Assets Group (SurAG) of properties registered in the name of the Republic of the Philippines;</li><li>• Endorse recovered assets to the Surrendered Assets Group for administration and disposal;</li><li>• Monitor and assist the Collection and International Accounts Division of the Finance and Administration Department (CIAD-FAD) on the collection of rental and related payments from properties with legal issues classified as sequestered or litigated;</li><li>• Perform other functions as may be assigned by the Director/Commission..</li></ul>
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**CHIEF ADMINISTRATION OFFICER** PCGG-DOJB-CADOF 5-2004, **PERMANENT**  
Custodianship and Monitoring Division, Sequestered Assets

Monthly Salary (SG 24)	Php 94,132.00
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 - Monthly Representation Allowance</li><li>• Php 6,000.00 - Monthly Transportation Allowance</li><li>• Php 2,500.00 - Monthly Communication 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 experience
Training	40 Hours of Supervisory/Management Learning and Development Intervention
Eligibility	Career Service Professional/Second-Level Eligibility
Competency	<ul style="list-style-type: none"><li>• <b>Problem-solving &amp; Decision-Making Expert</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 a mentor or guide 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 a mentor or guide 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 a mentor or guide 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 a mentor or guide 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 a mentor or guide for others.</li></ul>
Key Duties and Responsibilities	<ul style="list-style-type: none"><li>• Formulate plans, activities, and projects for the efficient administration and monitoring of assets and properties under sequestration and/or litigation;</li><li>• Review the schedule for an ocular inspection and/or physical inventory of said properties;</li><li>• Supervise the conduct of physical inventory and/or ocular inspection of subject properties;</li><li>• Undertake supervision on the conduct of actual appraisal and/or inspection;</li><li>• Supervise the monitoring of expiring appraisal reports and prepare requests for renewals;</li><li>• Review the list of expiring appraisal reports for reappraisal;</li></ul>

	<ul style="list-style-type: none"><li>• Supervise the collation/consolidation of all appraisal reports and ensure all assets have updated values; Ensure that updated copies of appraisal reports are submitted on time;</li><li>• Monitor the maintenance and updating of the database;</li><li>• Provide reports and presentations as needed by the Department/Commission;</li><li>• Keep track of and document the compliance status for all matters pertaining to SeqAG operations. Perform routine evaluations and audits as needed;</li><li>• Supervise the delivery of essential management information on real, corporate, personal, and other properties handles by the SeqAG;</li><li>• Supervise the administration of computerized systems used in the data processing and reporting;</li><li>• Ensure that documents such as, but not limited to, TCTs, Tax Declarations, Tax Map, Articles of Incorporation, By-Laws, Financial Statements, General Information Sheet, etc., related to all assets under sequestration and litigation are obtained, maintained, and secured, in collaboration with various government agencies such as the Land Registration Authority/ Registry of Deeds, Assessor's Office, Local Government Units, Securities &amp; Exchange Commission, etc.</li><li>• Supervise and monitor the Region VIII operations;</li><li>• Undertake supervision of all CMD and Region VIII staff and evaluate their performance periodically;</li><li>• Adhere to the prescribed Commission policies and procedures;</li><li>• Perform other functions as may be assigned by the Director/Commissioner in Charge.</li></ul>
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**ADMINISTRATIVE OFFICER V**, PCGG-DOJB-ADOF 5-13-2004, **PERMANENT**  
Custodianship and Monitoring Division, Sequestered Assets

Monthly Salary (SG 18)	Php 49,015.00
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 &amp; Decision-Making</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 Continuously Changing Environment</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>• Conducts periodic inventory of sequestered paintings and other artwork collections;</li><li>• Procures and maintains insurance coverage for the sequestered artwork collections in coordination with the Administrative Services Division and/or the Bids and Awards Committee;</li><li>• Maintains an updated database of all sequestered artworks collections;</li><li>• Consults and recommends the hiring of technical experts to ensure the care and integrity of the collections, subject to existing laws, rules, and regulations;</li><li>• Assists the Division Chief in the formulation of plans and programs for the preservation of sequestered artwork collections;</li><li>• Renders assistance in the administration and management of sequestered properties under the direct control and supervision of the Commission, through the Sequestered Assets Group;</li><li>• Performs other functions as may be directed by the Director/Division Chief.</li></ul>

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