



NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
ADMINISTRATIVE OFFICER IV SG 15 PCGG-DOJB-ADOF 4-14-2004	Monthly Salary P 38,413.00 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	CASH UNIT BUDGET & DISBURSEMENT DIVISION FINANCE AND ADMINISTRATION	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 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 Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.
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Key Duties and Responsibilities	<div>1. PREPARES ACICs and PacsVals VIA E-MDS, PASS THRU and WeAccess FACILITY;</div> <div>2. REVIEWS RETURNED APPROVED DVs and OTHER DOCUMENTS FOR COMPLETENESS OF SIGNATURES;</div> <div>3. MONITORS, UPDATES, and ASSISTS BONDABLE PERSONNEL (NEW and RENEWAL) IN THE SUBMISSION OF BOND REQUIREMENTS TO THE BUREAU OF TREASURY;</div> <div>4. PREPARES REPORT OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS (RAAFs) FOR SUBMISSION TO COA;</div> <div>5. PERFORMS OTHER TASKS ASSIGNED FROM TIME TO TIME.</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 **DECEMBER 16, 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
<https://bit.ly/PCGGCareersApplication>
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 Transcript of Records

5. Photocopy of certificate of training/seminars attended

6. Photocopy of Certificate of Eligibility/BAR or Board Rating/License

Original documents must be on hand and ready once requested

Posted: December 3, 2024