



NOTICE OF VACANCY

Date of Publication: JANUARY 13, 2025

LEGAL ASSISTANT I, PCGG-DOJB-LEA 1-1-1998, **PERMANENT**
Office of the Director, Legal

LEGAL ASSISTANT I, PCGG-DOJB-LEA 1-2-1998, **PERMANENT**
Legal Research Division, Legal

Monthly Salary (SG 10)	Php 25,586.00
Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">• Php 2,000.00 – Monthly Personal Economic Relief Allowance• 1 Month Salary – Mid-Year Bonus• 1 Month Salary – Year-End Bonus• Php 5,000.00 – Cash Gift• Php 7,000.00 – Clothing Allowance• Php 5,000.00 – Productivity Enhancement Incentive
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science OR other Allied Courses
Experience	None Required
Training	None Required
Eligibility	Career Service Professional/Second-Level Eligibility
Competency	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">• Assists in the presentation of legal briefs and opinions.● Assists in the review and analysis of legal transactions for the Commission.• Assists in the investigation undertaken by the Department.• Undertakes legal research as may be assigned.

- In general, assists the Attorney V in providing legal service to various offices of the Commission

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

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. Only those who have submitted the COMPLETE documents within the prescribed period and met ALL the required qualification standards shall be considered.

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

1. Application letter addressed to: **Mr. IRWIN S. VIDAL**
Chief Administrative Officer



maria.cecilia.flores@pcgg.gov.ph

<https://bit.ly/PCGGCareersApplication>

no later than JANUARY 23, 2025.

Original documents must be on hand and ready once requested.



NOTICE OF VACANCY

Date of Publication: JANUARY 14, 2025

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

Monthly Salary (SG 18)	Php 51,304.00
Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">Php 2,000.00 – Monthly Personal Economic Relief Allowance1 Month Salary – Mid-Year Bonus1 Month Salary – Year-End BonusPhp 5,000.00 – Cash GiftPhp 7,000.00 – Clothing AllowancePhp 5,000.00 – Productivity Enhancement Incentive
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">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 Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.Asset Valuation Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.Project Management Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.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	<ul style="list-style-type: none">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;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;Implements directives, circulars, and guidelines relative to safeguards/measures and protection of documents;

	<ul style="list-style-type: none">• Conducts surveys and inspections of files of all departments to determine whether or not documents security is being maintained such as but not limited to classification, priority, and transmittal;• Assist in the training or indoctrination of PCGG personnel on document and Communication security;• Performs such other related duties/functions as may be directed by superior officers.
--	--

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

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. Only those who have submitted the COMPLETE documents within the prescribed period and met ALL the required qualification standards shall be considered.

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

2. Application letter addressed to: **Mr. IRWIN S. VIDAL**
Chief Administrative Officer

maria.cecilia.flores@pcgg.gov.ph

<https://bit.ly/PCGGCareersApplication>

no later than JANUARY 23, 2025.



Original documents must be on hand and ready once requested.



NOTICE OF VACANCY

Date of Publication: JANUARY 13, 2025

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

Monthly Salary (SG 18)	Php 51,304.00
Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">• Php 2,000.00 – Monthly Personal Economic Relief Allowance• 1 Month Salary – Mid-Year Bonus• 1 Month Salary – Year-End Bonus• Php 5,000.00 – Cash Gift• Php 7,000.00 – Clothing Allowance• Php 5,000.00 – Productivity Enhancement Incentive
Education	Bachelor’s degree
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">• Problem Solving & Decision Making Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.• Strategic Thinking Intermediate: Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.• Empowering & Developing Others 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 Proficient: Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.• Driving Performance for Integrity & Service 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	<ul style="list-style-type: none">• Develop and set up a structured centralized data management system for legal, asset management, finance, procurement, accounting processes, and other administrative services;• Ensure data integrity, accuracy, and consistency across all records, prioritizing security;• Develop efficient processes for collecting data across PCGG.• Establish and manage secure databases and systems to streamline data processing and reporting;• Implement measures to safeguard the security and confidentiality of all the PCGG data;

	<ul style="list-style-type: none">• Provide training and assistance to staff regarding secure data management systems and best practices;• Performs such other related duties/functions as may be directed by superior officers.
--	---

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

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. Only those who have submitted the COMPLETE documents within the prescribed period and met ALL the required qualification standards shall be considered.

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

1. Application letter addressed to: **Mr. IRWIN S. VIDAL**
Chief Administrative Officer



maria.cecilia.flores@pcgg.gov.ph

<https://bit.ly/PCGGCareersApplication>

no later than JANUARY 23, 2025.

Original documents must be on hand and ready once requested.