



# NOTICE OF VACANCY

Date of Publication:        **APRIL 7, 2025**

**SPECIAL INVESTIGATOR II**, PCGG-DOJB-SPI 2-5-1998, **PERMANENT**  
Criminal Litigation Division, Legal

Monthly Salary (SG 15)	Php 40,208.00
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>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>• STUDIES CASES and CONDUCTS LEGAL RESEARCH/INVESTIGATION, PREPARING and SUBMITTING LEGAL MEMORANDA, LETTERS, and OTHER SIMILAR OUTPUTS PROVIDING LEGAL OPINION. RECOMMENDATIONS, RESULTS OF RESEARCH, COMMUNICATION, ETC.</li><li>• ACTIVELY PARTICIPATES IN THE POLICY-MAKING and STRATEGY DISCUSSIONS FOR CASES.</li><li>• ATTENDS CASE CONFERENCES WITH OTHER GOVERNMENT AGENCIES SUCH AS THE DOJ, OSG, and OTHER MEETINGS, INCLUDING THOSE INVOLVING PCGG SUPERVISED CORPORTIONS.</li><li>• PARTICIPATES IN and IS A MEMBER OF PCGG INTERNAL COMMITTEES REPRESENTING THE LEGAL DEPARTMENT</li><li>• ATTEND COURT HEARINGS, INCLUDING BUT NOT LIMITED TO PRELIMINARY INVESTIGATIONS CONDUCTED IN THE OFFICE OF THE PROSECUTOR</li></ul>

**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](mailto:maria.cecilia.flores@pcgg.gov.ph)

<https://bit.ly/PCGGCareersApplication>

**no later than APRIL 18, 2025.**

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



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Date of Publication:       APRIL 7, 2025

**ADMINISTRATIVE AIDE III (UTILITY WORKER II),** PCGG-DOJB-ADA 3-22-2004,  
**PERMANENT**  
Administrative Services Division, Finance and Administration

Monthly Salary (SG 3)	Php 15,852.00
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	Must be able to read and write/Elementary School Graduate
Experience	None required
Training	None required
Eligibility	None required (Relevant MC II s. 1996)
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>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>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>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>• DELIVER DOCUMENTS and OTHER OFFICIAL TRANSACTIONS</li><li>• CONDUCT PREVENTIVE MAINTENANCE OF VEHICLE</li><li>• PREPARE DOCUMENTARY REQUIREMENTS FOR THE USE OF MOTORCYCLE</li><li>• PROCUREMENT AND CANVASS FOR PETTY CASH REQUESTS</li></ul>

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