



# NOTICE OF VACANCY

Date of Publication: JUNE 23, 2025

**ADMINISTRATIVE ASSISTANT VI**, PCGG-DOJB-ADAS 6-8-2004, **PERMANENT**  
LIBRARY and RECORDS DIVISION, RESEARCH & DEVELOPMENT

Monthly Salary (SG 12)	Php 32,245.00
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 or High School graduate with relevant vocational/trade course
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service Sub-Professional/First-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>• Catering of document requests.</li><li>• Scanning and encoding of documents.</li><li>• Records organization and management.</li><li>• Compliance and security of records management.</li><li>• Continuous improvement and innovation of the records management system.</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**

- Fully accomplished and notarized Personal Data Sheet (PDS)
- Work Experience Sheet
- Copy of CSC Eligibility
- Copy of Diploma
- Copy of Transcript of Records

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



<https://bit.ly/PCGGCareersApplication>

**no later than JULY 4, 2025.**

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