



NOTICE OF VACANCY

Date of Publication: JULY 14, 2025

ADMINISTRATIVE OFFICER III, PCGG-DOJB-ADOF 3-15-2004, **PERMANENT**
LIBRARY and RECORDS DIVISION, RESEARCH & DEVELOPMENT

Monthly Salary (SG 14)	Php 37,024.00
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 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">• 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.
Key Duties and Responsibilities	<ul style="list-style-type: none">• Assist in the development, implementation, and maintenance of a systematic records management system.• Organize, classify, index, and archive physical and digital documents.• Facilitates requests for document retrieval and access from internal and external stakeholders, ensuring confidentiality and proper documentation• Maintain and update the inventory of records and ensure secure storage and timely disposal of obsolete documents per retention schedules.• Ensure proper documentation and tracking of incoming and outgoing correspondence.

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

<https://bit.ly/PCGGCareersApplication>



no later than JULY 27, 2025.

Original documents must be on hand and ready once requested.