



**PRIVATIZATION AND MANAGEMENT OFFICE (PMO)
NOTICE OF VACANT POSITIONS**

7 July 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Administrative Officer V (Financial Analyst III) (Anticipated Vacancy)	18	Bachelor's Degree	2 years relevant experience	8 hours of relevant training	None required	Financial Management Division	
2	Accountant II	16	Bachelor's Degree in Commerce/ Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	R.A. 1080 (Certified Public Accountant)	Financial Management Division	

Please address your application letter to PMO **Chief Privatization Officer MAAN VANESSA L. DOCTOR** and submit through email address **dmgmadeja@pmo.gov.ph** with soft copies (PDF format) of the following requirements:

1. Personal Data Sheet (downloadable at www.csc.gov.ph)/Curriculum Vitae with current 2x2 picture
2. Service Record/Employment Certificates
3. Certificates of Trainings/Seminars attended
4. Certificate of Bar or Board Rating and License
5. School Transcript of Records and Diploma

The original documents should be presented once requested for validation. PMO shall not consider applications received after the deadline (10 days after publication of this notice). For any queries, call Human Resources at telephone no. 8818-8304.

**Provided under the Civil Service Commission (CSC) Qualification Standards Manual and Memorandum Circular No.14, s. 2018.*

Approved for Posting:


ELLEN H. RONDAEL
Deputy Privatization Officer
Chairperson, Human Resource Merit Promotion
and Selection Board

POSITION TITLE	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Administrative Officer V (Financial Analyst III)	<p>The Administrative Officer V (Financial Analyst III) will be tasked to do the following duties and submit such outputs to the Accountant IV/Chief Accountant/Deputy Privatization Officer (DPO) within the required time:</p> <ol style="list-style-type: none"> 1. Analyze and prepare appropriate accounting entries for collections and disbursements. 2. Prepare Statement of Accounts and other requested Schedule. 3. Update and monitor assigned Subsidiary Ledgers. 4. Perform analysis of dormant accounts. 5. Implement other assigned tasks. <p>The Administrative Officer V (Financial Analyst III) will work under the Financial Management Division which provides the following services: a) financial operation, b) financial information, c) budget management, and d) support to operation.</p>

POSITION TITLE	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Accountant II	<p>The Accountant II will be tasked to do the following duties and submit such outputs to the Accountant IV/Chief Accountant/Deputy Privatization Officer (DPO) within the required time:</p> <ol style="list-style-type: none"> 1. Perform bank reconciliation of cash accounts. 2. Prepare Statement of Cash Flows. 3. Update and monitor assigned Subsidiary Ledgers. 4. Assist in the preparation of Budget Registries and Budget Reports. 5. Perform analysis of dormant accounts. 6. Implement other assigned tasks. <p>The Accountant II will work under the Financial Management Division which provides the following services: a) financial operation, b) financial information, c) budget management, and d) support to operation.</p>