



PRIVATIZATION AND MANAGEMENT OFFICE (PMO)

NOTICE OF VACANT POSITIONS

18 October 2021

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Administrative Officer III (Cashier II)	14	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	None required	Administrative Division	In evaluating and rating applicants, the following skill set shall be considered: a) communication and time management; b) customer satisfaction; c) Microsoft operations specially Excel; and d) work experience in similar role.

Please address your application letter to PMO **Chief Privatization Officer GERARD L. CHAN** 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	STATEMENT OF DUTIES AND RESPONSIBILITIES
Administrative Officer III (Cashier II)	<p>The Administrative Officer III (Cashier II) shall act as assistant to Cashier III in performing the following duties:</p> <ul style="list-style-type: none"> a) receives and issues official receipts on collections and other income or payments as prescribed; b) deposits daily collections to authorized depository bank on the same day or the next banking day; and c) prepares the List of Due and Demandable Accounts Payable, and List of Checks Issued. <p>In addition, s/he will be tasked to do the following duties and submit such outputs within the required time:</p> <ul style="list-style-type: none"> 1. Prepares and submits Inspection and Acceptance Report of deliveries of supplies and materials. 2. Prepares and submits the liquidation report of petty cash advances. 3. Prepares and submits the schedules for the payment of utilities, service providers and other suppliers. 4. Performs other administrative tasks as may be assigned. <p>The Administrative Officer III (Cashier II) will work under the Administrative Division which provides general administrative services to the organization.</p>