



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

23 February 2022

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Administrative Officer V (Supply Officer III)	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	None required	Custodianship Services Division	<ul style="list-style-type: none"> • Experience using Microsoft 365, SharePoint, or other Online Collaboration and Mobility tools is an advantage. • Experience in Philippine government procurement is an advantage.
2	Property Appraiser III (2 vacant positions) (Reposting)	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	R.A. 1080 (Real Estate Appraiser)	Disposition Support Services Division	-

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	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Administrative Officer V (Supply Officer III)	<p>The Administrative Officer V (Supply Officer III) will be tasked to do the following duties and submit such outputs to the Supervising Administrative Officer (SAO) / Chief Administrative Officer (CAO)/Deputy Privatization Officer (DPO) within the required time:</p> <ol style="list-style-type: none"> 1. Submit reports of inspection, inventory and turnover of assets to SAO/CAO/DPO including special report on inspection of asset when requested by division/s needing such special report. 3. Review security billings and endorse to SAO/CAO/DPO for payment. 3. Submit bi-monthly report of security agency contracted by the Office to safeguard the assets. 4. Submit weekly report of caretakers/asset custodial support assigned to assets . 5. Submit report on security and safety requirements of the assets resulting from security survey to prevent threats, vulnerabilities and risks. 6. Submit report on investigation conducted on breach of security. 7. Submit report on posting or pullout of security guards/caretakers/asset custodial support on newly acquired/ transferred and/or disposed assets. 8. Submit procurement documents required for procurement projects. 9. Implements other tasks in accordance with the instruction of the SAO/CAO/DPO within the required time. <p>The Administrative Officer V (Supply Officer III) will work under the Custodiaship Services Division which is responsible for the asset inventory, security, maintenance, and enhancement of the assets.</p>

POSITION TITLE	STATEMENT OF DUTIES AND RESPONSIBILITIES
Property Appraiser III	<p>The Property Appraiser III will be tasked to do the following duties and submit such outputs to the Property Appraiser IV/Property Appraiser V/Deputy Privatization Officer (DPO) within the required time:</p> <ol style="list-style-type: none"> 1. Conduct physical and record due diligence, inspection and investigation of various PMO properties to confirm all facts and submits report. 2. Prepare and submit in-house appraisal report of properties including chattels, buildings machines, equipment, furniture and fixtures, vehicles and others as assigned. 3. Gather technical data of properties requested by the Marketing Group and other offices/ divisions. 4. Coordinate with end-user/ concerned division regarding requirements for appraisal. 5. Prepare appraisal report of property/ properties requested by other government agencies. 6. Assist in reviewing and verifying 3rd party appraisal report as assigned. 7. Assist in estimating cost for the procurement of 3rd party appraisal company. 8. Conduct canvass of survey fees for properties needed for the procurement of surveyor. 9. Determine correctness of insurance coverage for PMO-held assets for purposes of new coverage, and validates new inventory/ new appraisal report to determine appropriate coverage for renewal to make the necessary adjustments. 10. Implements other tasks in accordance with the instruction of the Property Appraiser IV/Property Appraiser V/ DPO within the required time. <p>The Property Appraiser III will work under the Disposition Support Services Division which is responsible for ensuring property appraisals are current to ascertain viability for disposition.</p>