



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

02 March 2022

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Administrative Officer IV (Administrative Officer II) (Anticipated Vacancy)	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	None required	Disposition Support Services Division	<ul style="list-style-type: none"> • Proficient in Excel and Powerpoint applications
2	Legal Assistant II	12	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	4 hours training relevant to legal work, such as legal ethics, legal research and writing, or legal procedures	None required	Office of the Deputy Privatization Officer for Legal Services	<ul style="list-style-type: none"> • Able to draft simple communications/letter responses • Possess good communication skills

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 IV (Administrative Officer II)	<p>The Administrative Officer IV (Administrative Officer II) 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. Prepare draft communications such as memorandum for the Division and letter to GSIS for the exclusion or inclusion of a) asset for/from coverage, and b) renewal of insured assets. 2. Monitor and file the insurance claims of PMO covered assets with the GSIS. 3. Assist appraisers in documentations or liquidations of expenses for travel. 4. Forward outgoing documents from the division to the requesting division. 5. Update the division's database of Asset Registry in accordance with approved valuation report and/or due diligence report and submit updated database to Property Appraiser IV/Property Appraiser V/DPO. 6. Maintain the efficient filing of records of the division. 7. Implement other tasks in accordance with the instruction of the Property Appraiser IV/Property Appraiser V/DPO within the required time. <p>The Administrative Officer IV (Administrative Officer II) will work under the Disposition Support Services Division which is responsible for the provision of in-house appraisal reports to the Marketing Group and other offices/divisions.</p>

POSITION TITLE	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Legal Assistant II	<p>The Legal Assistant II will be tasked to do the following duties and submit such outputs to the Attorney V/Deputy Privatization Officer (DPO) for Legal Services within the required time:</p> <ol style="list-style-type: none">1. Submit complete, updated and accurate summary of status of PMO active cases to Attorney V/DPO.2. Complete inventory of records of Legal Services.3. Process travel order and other related documents relative to the travel of legal counsel.4. Transmit and follow up request for liquidation of travel expenses of legal counsel.5. Implement other tasks in accordance with the instruction of the Attorney V/DPO within the required time. <p>The Legal Assistant II will work under the Office of the DPO for Legal Services which is responsible for rendering legal services in support to PMO's disposition efforts such as drafting/reviewing contracts, giving legal opinion, monitoring and handling of cases.</p>