



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

22 March 2022

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Account Liquidation Officer III	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	None required	Marketing Division III	Intermediate/advanced knowledge of MS office productivity tools (Word, Excel, PowerPoint, Outlook, SharePoint, OneDrive) is preferred.
2	Administrative Officer III (Supply Officer II)	14	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	None required	Custodianship Services Division	Familiarity/intermediate experience with Online Collaboration tools and other IT applications

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
Account Liquidation Officer III	<p>The Account Liquidation Officer (ALO) III will be tasked to do the following duties and submit such outputs to the ALO IV/Information Technology Officer III (ITO III)/Deputy Privatization Officer (DPO) within the required time:</p> <ol style="list-style-type: none"> 1. Update the latest appraisal-related information of accounts in the Asset Register Information System (ARIS). 2. Update the legal aspects of accounts in the ARIS which include case title, case number, nature of the case, its venue and status. 3. Update other information as indicated in the template of the National Asset Registry System (NARS). 4. Coordinate with concerned divisions all inquiries or clarifications. 5. Verify data provided by various divisions to its source documents and consolidate into the monitoring mechanism of ARIS. 6. Provide data analysis based on the information contained in the ARIS that can be used by top management in decision making. 7. Implement other tasks in accordance with the instructions of the ALO IV/ITO III/DPO within the required time. <p>The Account Liquidation Officer III will work under the ALO Team which is responsible for providing complete, accurate, and reliable data from the ARIS for reporting purposes and providing data analyses that can support management's policies and decisions in the performance of the agency's mandate.</p>

POSITION TITLE	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
<p>Administrative Officer III (Supply Officer II)</p>	<p>The Administrative Officer III (Supply Officer II) 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. Manage a portfolio of entrusted assets/properties under the care of Custodianship Services Division (from intake, inspection and inventory, security and maintenance, modification, until turnover). This involves the monitoring, analysis, situation response and recommendation, and periodic reporting of the aforementioned activities. 2. Lead and/or assist in the physical inventory, updating, and reconciliation of the Acknowledgement Receipts for Equipment (ARE). 3. Monitor, coordinate, and maintain records of repairs, rehabilitations, bill of materials, constructions and other similar accounts. 4. Monitor, coordinate, and maintain records of all security agencies/guards and caretakers. 5. Implement other tasks in accordance with the instruction of the SAO/CAO/DPO within the required time. <p>The Administrative Officer III (Supply Officer II) will work under the Custodianship Services Division which is responsible for the asset inventory, security, maintenance, and enhancement of the assets.</p>