



PRIVATIZATION AND MANAGEMENT OFFICE (PMO)
NOTICE OF VACANT POSITIONS

8 July 2021

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)	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	None required	Financial and Management Division	Other considerations in evaluating and rating applicants: 1. Bachelor's degree major in Accounting is preferred. 2. Work experience in accounting or financial management set-up is preferred. 3. Licensed CPA, an advantage.

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

1. Personal Data Sheet (download 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
<p>Administrative Officer V (Financial Analyst III)</p>	<p>The Administrative Officer V (Financial Analyst III) will be tasked to do the following and submit such outputs within the prescribed deadlines:</p> <ul style="list-style-type: none"> (a) Analysis and journalization of collections and disbursements based on the Report of Checks Issued, and Report of Collections and Deposits; (b) Analysis of dormant accounts; and (c) Updating and monitoring of Subsidiary Ledgers. <p>In addition, he/she will (d) pre-audit cash liquidation reports, disbursement vouchers, and maintain an updated posting of transactions in the index for payment ledger; as well as (f) implement other tasks as may be assigned by the Chief Accountant.</p> <p>The Administrative Officer V (Financial Analyst III) will work under the Financial and Management Division which is responsible for the financial operation, financial information and budget management of the agency.</p>