



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

22 September 2021

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Administrative Officer IV (Human Resource Management Officer II)	15	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 will be considered: a) analytical and problem solving; b) teamwork and collaboration; c) interpersonal and communication; d) customer service; and e) Microsoft 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
<p>Administrative Officer IV (Human Resource Management Officer II)</p>	<p>The Administrative Officer IV (Human Resource Management Officer II or HRMO II) will assist in all phases of HR Management & Development, which include recruitment and selection, onboarding, learning and development, compensation and benefits, performance management, offboarding, and other related activities.</p> <p>In addition, the HRMO II will be tasked to do the following duties and submit such outputs within the required time:</p> <ol style="list-style-type: none"> 1. Organizes/coordinates the implementation of approved Gender and Development (GAD) Plan for the Fiscal Year. 2. Assists in collecting, reviewing and submitting employee's SALNs within the prescribed deadline. 3. Records, submits and monitors the request for Travel Order and Travel Authority. 4. Transmits loan applications and loan payments (e.g. GSIS, HDMF, etc.) within the prescribed deadline. 5. Prepares employment certificates, service records, accountability clearance and other related documentations. 6. Maintains personnel records including its proper turnover/disposal. 7. Liaise with government agencies concerning personnel related matters. 8. Other administrative tasks as may be assigned. <p>The HRMO II will work under the Administrative Division which provides general administrative services which include HR Management & Development.</p>