



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

as of March 12, 2021

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				
			Education	Experience	Training	Eligibility/Other Requirements	Place of Assignment
1	Property Appraiser III [Anticipated]	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 Licensed Property Appraiser	Disposition Support Services Division
2	Administrative Officer IV (Financial Analyst II)	15	Bachelor's degree (Preferably Accounting major)	1 year of relevant experience	4 hours of relevant training	None required	Financial Management Division

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 submitted after the deadline (10 days after publication of this notice). For queries, call the Human Resources Unit at telephone no. 8818-8304.

**Provided under the Civil Service Commission 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
Property Appraiser III	<p>The Property Appraiser III will prepare appraisal report in a timely manner using relevant appraisal valuation techniques as assessed by the professional opinion of the appraiser. He/She will be required to conduct physical and record due diligence, inspection and investigation of various properties to confirm all facts, and submit due diligence report of the gathered data within the required time. The appraisal report of properties may include land, improvements, chattels, buildings, machines, equipment, furniture and fixtures, vehicles and others. He/She will be requested to gather technical data of properties as may be required by the Marketing Group and other offices/divisions of PMO.</p> <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>
Administrative Officer IV (Financial Analyst)	<p>The Administrative Officer IV (Financial Analyst) will prepare Statement of Accounts and other schedules. She/He will maintain subsidiary ledger of assigned accounts; Journalize cash receipts and disbursements; Maintain PPE/Intangible Assets Register and its related depreciation/amortization; and implement other tasks relevant to the objectives of the division.</p> <p>The Administrative Officer IV (Financial Analyst) will work under the Financial Management Division, which provides a) Financial Operation, b) Financial Information, and c) Budget Management.</p>

gr