

**PRIVATIZATION AND MANAGEMENT OFFICE**  
**NOTICE OF VACANT POSITIONS**  
(as of December 7, 2018)

Item No.	Position Title	Office/Division	STANDARD QUALIFICATIONS		
			Education	Experience	Training
1	<b>ADMINISTRATIVE, FINANCIAL AND MANAGEMENT SERVICES GROUP</b>				
	Accountant II (SG 16) - Anticipated	Financial and Management Division	BSC/BSBA Major in Accounting (RA 1080)	1 year relevant experience	4 hours relevant training
2	<b>LEGAL SERVICES</b>				
	Legal Assistant II (SG12) - Anticipated	Office of DPO for Legal Services	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 procedure

**Please address your application letter to PMO Chief Privatization Officer GERARD L. CHAN  
and submit through email address [laambasjr@pmo.gov.ph](mailto:laambasjr@pmo.gov.ph)**

Submit soft copies (pdf format) of the following:

1. Personal Data Sheet/Curriculum Vitae with passport size picture
2. Service Record/Employment Certificates
3. Transcript of Records
4. School Diploma
5. Certificates of Trainings

Original documents shall be required later to validate submissions.

Applications received after the deadline shall not be considered.

Approved for Posting:



**ELLEN H. RONDAEL**

Chairperson

Human Resource Merit Promotion and Selection Board