



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

2 June 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Senior Administrative Assistant III (Private Secretary II)	15	Completion of two (2) years studies in college	None required	None required	None required	Office of the Executive Director V/ Chief Privatization Officer (OCPO)	Skills required: 1. Communication 2. Computer 3. Customer Service 4. Organizational

Please address your application letter to PMO Chief Privatization Officer MAAN VANESSA L. DOCTOR 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
Senior Administrative Assistant (Private Secretary II)	<p>The Senior Administrative Assistant (Private Secretary II) will be tasked to do the following duties and submit such outputs to the Chief Privatization Officer (CPO) within the required time:</p> <ol style="list-style-type: none"> 1. Assist in the data tracking system at the OCPO. 2. Take/ transcribe minutes of the meeting, routes draft for comments and finalize for approval/ signature of attendees. 3. Answer telephone calls and reports telephone conference. 4. Transmit outgoing documents from the OCPO to other agencies/offices/divisions. 5. Transmit requested documents to requester after clearance of CPO. 6. Assist in maintaining a logbook of incoming and outgoing documents for reference and monitoring. 7. Assist in the systematic filing system at the OCPO. 8. Handle the requisition of supplies and materials for the OCPO. 9. Implement other tasks in accordance with the instruction of the CPO. <p>The Senior Administrative Assistant III (Private Secretary II) will work under the Office of the Chief Privatization Officer (OCPO) which is responsible for leading the organization in the performance of its mandate. The OCPO exercises planning, monitoring, and controlling the operations of PMO.</p>