



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

3 August 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Executive Assistant II (Anticipated Vacancy)	17	Bachelor's degree	1 year of experience	4 hours of training	None	Office of the Deputy Privatization Officer for Asset Management	Skills required: 1. Office 365 2. Communication 3. Interpersonal 4. Organizational 5. Time Management

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
Executive Assistant II	<p>The Executive Assistant II will be tasked to do the following duties and submit such outputs to the Deputy Privatization Officer (DPO) for Asset Management within the required time:</p> <ol style="list-style-type: none"> 1. Manage the data tracking system of the Office of the DPO. 2. Assist the DPO in monitoring delegated work. 3. Coordinate with various offices/ divisions/ units matters requiring group/ collaborated effort to accomplish objectives. 4. Review documents' completeness of signatures and attachments (if required) and submit these to DPO for appropriate action/ instruction. 5. Maintain a logbook of incoming and outgoing documents for reference and monitoring, and transmit outgoing documents. 6. Maintain a filing system of records and documents for the ODPO. 7. Perform variety of administrative tasks that include: (a) managing the calendar of DPO's appointments and events; (b) composing/ preparing correspondence; (c) preparing DPO's expense reports; (d) arranging detailed travel plans and itineraries; (e) managing phone calls; (f) notifying DPO on matters needing immediate action, and g) others. 8. Implement other tasks in accordance with the instruction of the DPO. <p>The Executive Assistant II will work under the Office of the DPO for Asset Management which is tasked with supporting the Marketing Group by providing complete and accurate information and custodianship services of all assets to preserve and/or enhance the value of the assets until the assets are finally disposed.</p>