



PRIVATIZATION AND MANAGEMENT OFFICE (PMO)
NOTICE OF VACANT POSITIONS

17 November 2023

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) <i>(Anticipated Vacancy)</i>	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	None required	Administrative Division	Skills required: 1. Microsoft Office 365 2. Communication 3. Organizational 4. Interpersonal 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
Administrative Officer IV (Human Resource Management Officer II)	<p>The HRMO II shall be actively involve in the primary functions of HRM, which include recruitment and selection, onboarding, training/learning and development, compensation and benefits, performance management, offboarding, and other activities related to HRM.</p> <p>In addition, the HRMO III will be tasked to do the following duties and submit such outputs within the prescribed deadlines:</p> <ol style="list-style-type: none"> 1. Organizes/coordinates the implementation of approved Gender and Development (GAD) Plan for Fiscal Year. 2. Maintains personnel records including its proper disposition. 3. Prepares employment certificates, service records, accountability clearance and others. 4. Facilitates/ processes implementation of employee's welfare, recreation and similar activities. 5. Records, submits and monitors the request for Travel Order and Travel Authority. 6. Transmits loan applications and loan payments (e.g. GSIS, HDMF, etc.) within the required time. 7. Other tasks as may be assigned. <p>The HRMO II will work under the Administrative Division which provides general administrative and office services including HRM.</p>