



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

27 January 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Property Appraiser III <i>(Reposting)</i>	18	Bachelor's degree relevant to the job	1 year of relevant experience	8 hours relevant training	R.A. 1080 (Real Estate Appraiser)	Disposition Support Services Division	Knowledge in basic surveying and using directional compass in identifying a property is an advantage.
2	Executive Assistant II	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](mailto:dmgmadeja@pmo.gov.ph) with soft copies (PDF format) of the following requirements:

1. Personal Data Sheet (downloadable at [www.csc.gov.ph](http://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	STATEMENT OF DUTIES AND RESPONSIBILITIES
Property Appraiser III	<p>The Property Appraiser III will be tasked to do the following duties and submit such outputs to the Property Appraiser IV/Property Appraiser V/Deputy Privatization Officer (DPO) within the required time:</p> <ol style="list-style-type: none"> <li>1. Conduct physical and record due diligence, inspection and investigation of various PMO properties to confirm all facts and submit report.</li> <li>2. Prepare and submit in-house appraisal report of properties including chattels, buildings machines, equipment, furniture and fixtures, vehicles and others as assigned.</li> <li>3. Gather technical data of properties requested by the Marketing Group and other offices/ divisions.</li> <li>4. Coordinate with end-user regarding requirements for appraisal.</li> <li>5. Prepare appraisal report of property/ properties requested by other government agencies.</li> <li>6. Assist in reviewing and verifying 3rd party appraisal report as assigned.</li> <li>7. Assist in estimating cost for the procurement of 3rd party appraisal company.</li> <li>8. Conduct canvass of survey fees for properties needed for the procurement of surveyor.</li> <li>9. Determine correctness of insurance coverage for PMO-held assets for purposes of new coverage, and validate new inventory/ new appraisal report to determine appropriate coverage for renewal to make the necessary adjustments.</li> <li>10. Implements other tasks in accordance with the instruction of the Property Appraiser IV/Property Appraiser V/ DPO within the required time.</li> </ol> <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>

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"> <li>1. Manage the data tracking system of the Office of the DPO.</li> <li>2. Assist the DPO in monitoring delegated work.</li> <li>3. Coordinate with various offices/ divisions/ units matters requiring group/ collaborated effort to accomplish objectives.</li> <li>4. Review documents' completeness of signatures and attachments (if required) and submit these to DPO for appropriate action/ instruction.</li> <li>5. Maintain a logbook of incoming and outgoing documents for reference and monitoring, and transmit outgoing documents.</li> <li>6. Maintain a systematic filing system of records and documents for the ODPO.</li> <li>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.</li> <li>8. Implement other tasks in accordance with the instruction of the DPO.</li> </ol> <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>