



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

27 February 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1.	Administrative Officer III (Records Officer II) (Anticipated Vacancy)	14	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	None required	Custodianship Services Division	Familiarity/intermediate experience with Online Collaboration tools and other IT applications

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
<p>Administrative Officer III (Records Officer II)</p>	<p>The Administrative Officer III (Records Officer II) will be tasked to do the following duties and submit such outputs to the Supervising Administrative Officer (SAO)/Chief Administrative Officer (CAO)/Deputy Privatization Officer (DPO) within the required time:</p> <ol style="list-style-type: none"> 1. Assist in the processing of incoming documents received from the Central Receiving Unit by segregating, labelling and filing documents accordingly. 2. Assist in the processing of Records/Documents Request in accordance with the policy and procedures, and approved request. 3. Assist in the verification of properties, inspection and inventory of properties. 4. Maintain records of properties inspected, identified and verified nationwide as well as records of inventory of chattels and inspections of real properties. 5. Maintain records of repairs, rehabilitations, bill of materials, constructions and other similar accounts. 6. Coordinate activities/transactions regarding Asset Security with other Divisions, external stakeholders, etc. 7. Assist in monitoring the performance of the PMO's Security Service Provider and ensure their compliance to the contract terms. 8. Ensure Daily Time Records of Security Guards are complete and correct for purposes of billing and personnel/property monitoring. 9. Assist in the processing of billings of security agency/ies contracted by the PMO. 10. Assist in the management of other outsourced personnel (e.g., Caretakers, Asset Custodial Support, Consultants, etc.). 11. Implement other task in accordance with the instruction of SAO, CAO and/or DPO. <p>The Administrative Officer III (Records Officer II) will work under the Custodianship Services Division which is responsible for the asset inventory, security, maintenance, and enhancement of the assets.</p>