



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

3 March 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Supervising Administrative Officer	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours relevant training	None	Administrative Division	The following skills shall be considered: 1) communication 2) report writing 3) time management 4) organization and planning


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](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	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Supervising Administrative Officer	<p>The Supervising Administrative Officer (SAO) will be tasked to do the following duties and submit such outputs to the Chief Administrative Officer (CAO)/ Deputy Privatization Officer (DPO) for Administration, Financial and Management Services, within the required time:</p> <ol style="list-style-type: none"> <li>1. Prepare/submit annual plans/programs/activities of Administrative Division for endorsement/approval of CAO/DPO and the Chief Privatization Officer/Head of Office.</li> <li>2. Assist in supervising/monitoring plans/programs/activities of the division.</li> <li>3. Perform procurement requirements, such as: a) submit the Abstract of Quotations with supporting documents, b) submit the bid documents for goods and services, c) submit purchase request and request for repair.</li> <li>4. Supervise the performance of outsource services (i.e., housekeeping, messengers, drivers, clerks, etc.).</li> <li>5. Process/review requirements for the payment of outsource services, utilities, service providers, and others.</li> <li>6. Submit prescribed reports (i.e., Physical Count of Property, Plant &amp; Equipment; Inventory &amp; Inspection of Unserviceable Properties; Physical Count of Inventories required by the Commission on Audit), and other reports required or requested.</li> <li>7. Implement other tasks in accordance with the instruction of the CAO/DPO.</li> </ol> <p>The SAO will work under the General Office Services of the Administrative Division which takes care of the availability of office supplies, office equipment and the like, as well as coordination and supervision of other support services that are engaged through outsourcing (i.e. janitors, messengers, drivers, clerks, skilled workers, etc.) to ensure the smooth/ uninterrupted operation of the different divisions and units of the PMO.</p>