



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

3 April 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Administrative Assistant II (Property Custodian)	8	Completion of two (2) years studies in college	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
Administrative Assistant II (Property Custodian)	<p>The Administrative Assistant II (Property Custodian) 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 inspecting assets/ properties. 2. Assist in conducting security survey to determine the security and safety requirements of the assets. 3. Assist in screening/ posting/ pullout of security guards or caretakers on newly acquired/ transferred and/ or disposed assets. 4. Assist in the implementation of the (a) PMO Security Plan/ Program, (b) Approved Annual Inspection/ Inventory of Assets, (c) Approved Projects involving the assets (e.g Construction, Repair, Maintenance, etc.). 5. Implement other tasks in accordance with the instruction of the SAO, CAO, and/or DPO. <p>The Administrative Assistant II (Property Custodian) will work under the Custodianship Services Division which is responsible for the asset inventory, security, maintenance, and enhancement of the assets.</p>