



**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	Market Specialist II	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	None required	Marketing Division I	1)communication skills 2)organization and planning skills 3)critical thinking and problem solving 4)teamwork


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	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Market Specialist II	<p>The Market Specialist II will assist Marketing Division I which is assigned with various assets for disposition. S/he will coordinate activities leading to the disposition of the assets and assist in all stages of the disposition process, which include the following: 1) selecting of assets for disposition; 2) preparing bid documents for procurement of appraisal services for valuation of assets; 3) preparing privatization/disposition plans; 4) conducting public bidding; 5) preparing sale/transaction documents and others.</p> <p>S/he will be required to do pre-disposition activities to prepare the asset for disposition, such as: a) inspecting properties; b) coordinating with responsible divisions to request the needed due diligence; and c) other pre-disposition requirements. Other tasks will include administrative work for the division.</p> <p>The Market Specialist II will work under Marketing Division I which is part of the Marketing Group, composed of Marketing Divisions I, II &amp; III, the team responsible for the conduct of an orderly, transparent and efficient disposition of government assets and other properties assigned to the PMO.</p>