



PRIVATIZATION AND MANAGEMENT OFFICE (PMO)

NOTICE OF VACANT POSITIONS

3 October 2022

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Accounts Liquidation Officer IV	22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	None required	Marketing Division III	Advanced knowledge of MS office productivity tools (Word, Excel, PowerPoint, Outlook, SharePoint, OneDrive) is preferred.
2	Information Technology Officer I (Network Security Administrator)	19	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	None required	Information Technology Division	1. Working knowledge of security standards (NIST/ISO/IEC27001, etc.) is preferred. 2. Holder of security certifications (Cisco/CompTIA/EC-Council/ Microsoft, etc.) is an advantage.
3	Administrative Officer III (Supply Officer II)	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
4	Computer Maintenance Technologist I	11	Bachelor's Degree relevant to the job	None required	None required	None required	Information Technology Division	

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
Accounts Liquidation Officer IV	<p>The Accounts Liquidation Officer (ALO) IV will be tasked to do the following duties and submit such outputs to the Information Technology Officer III (ITO III)/Deputy Privatization Officer (DPO) within the required time:</p> <ol style="list-style-type: none"> 1. Supervise the preparation and submit the disposal/liquidation plans of assets and properties assigned to the team. 2. Ensure that all PMO-held assets are accounted for in the Asset Register Information System (ARIS). 3. Supervise the conduct of independent verification of data in the ARIS through review of available documents provided by the concerned divisions. 4. Include, amend, or exclude items in the ARIS as necessary or as requested and approved. 5. Handle the security of ARIS through controlled user accounts, permissions, access rights, storage allocations and keep security programs up to date. 6. Create onsite and offsite backup of documents. 7. Prepare drafts, reports, memoranda and other outputs of the ALO Team. 8. Implement other tasks in accordance with the instructions of the ITO III/DPO within the required time. <p>The Accounts Liquidation Officer IV will work under the ALO Team which is responsible for providing complete, accurate, and reliable data from the ARIS for reporting purposes and providing data analyses that can support management's policies and decisions in the performance of the agency's mandate.</p>

POSITION TITLE	STATEMENT OF DUTIES AND RESPONSIBILITIES
Information Technology Officer I (Network Security Administrator)	<p>The Information Technology Officer I (ITO1) will be responsible for the efficient and secure operations of all computer, network and telecommunication systems. He/she will be installing, administering and troubleshooting PMO's security solutions/requirements. He/she will be monitoring and securing existing IT infrastructure against unauthorized access and cybersecurity threats or attacks.</p> <p>In addition, the ITO1 will be tasked to do the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Takes care of the security, privacy and backup of data; 2. Ensures preparedness for disasters that may affect computer operations by crafting business continuity and disaster recovery protocols; 3. Performs IT security assessments (risk assessments, network infrastructure reviews, information security policies and processes reviews, etc.) and analyzes threats, vulnerabilities, impacts and risks discovered from these assessments for mitigation/remediation; 4. Recommends and implements security policies or measures to protect the agency's data/information, application systems, software and hardware; 5. Plans, specifies, installs, configures, tests and maintains computer, network and telecommunication equipment and likewise maintains all records pertinent to said equipment; 6. Creates, updates and maintains technical documentation including network mapping and inventories of hardware and software components; 7. Conducts research and evaluation of the performance of existing network equipment and recommends replacement or procurement of new equipment if necessary; 8. Other tasks as may be assigned by Division Chief/Deputy Privatization Officer/Chief Privatization Officer. <p>The ITO1 will work under the Information Technology Division (ITD) which handles and manages all the IT equipment (computers, network servers, peripheral devices and other computer paraphernalia) of the PMO. ITD is also in-charge of the repair and maintenance of local area network, software databases, websites, and systems security.</p>

POSITION TITLE	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Administrative Officer III (Supply Officer II)	<p>The Administrative Officer III (Supply 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. Manage a portfolio of entrusted assets/properties under the care of Custodianship Services Division (from intake, inspection and inventory, security and maintenance, modification, until turnover). This involves the monitoring, analysis, situation response and recommendation, and periodic reporting of the aforementioned activities. 2. Lead and/or assist in the physical inventory, updating, and reconciliation of the Acknowledgement Receipts for Equipment (ARE). 3. Monitor, coordinate, and maintain records of repairs, rehabilitations, bill of materials, constructions and other similar accounts. 4. Monitor, coordinate, and maintain records of all security agencies/guards and caretakers. 5. Implement other tasks in accordance with the instruction of the SAO/CAO/DPO within the required time. <p>The Administrative Officer III (Supply Officer II) will work under the Custodianship Services Division which is responsible for the asset inventory, security, maintenance, and enhancement of the assets.</p>

POSITION TITLE	STATEMENT OF DUTIES AND RESPONSIBILITIES
Computer Maintenance Technologist I	<p>The Computer Maintenance Technologist (CMT) I will be tasked to do the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Troubleshoots and undertakes quick fixes to problems involving computers and telecommunications equipment (printer, scanner, fax machine, photocopier, AV equipment, telephone, and another computing devices); 2. Assists the Information Technology Officer/Network Security Administrator in troubleshooting internet connectivity; installation, layout, and maintenance of all network components; virus control and diagnostics; 3. Coordinates computer requisitions and work orders, including receiving and testing of equipment; 4. Maintains an orderly record of all repairs and maintenance and safekeeps all documents of the division; and 5. Performs other tasks as may be assigned by Division Chief/ Deputy Privatization Officer/ Chief Privatization Officer. <p>The CMT I will work under the Information Technology Division (ITD) which handles and manages all the IT equipment (computers, network servers, peripheral devices and other computer paraphernalia) of the PMO. ITD is also in-charge of the repair and maintenance of local area network, software databases, websites, and systems security.</p>