



# PRIVATIZATION AND MANAGEMENT OFFICE (PMO)

## NOTICE OF VACANT POSITIONS

15 November 2022

| Item No. | Position Title  | Salary Grade | QUALIFICATION STANDARDS*              |                               |                              |             | Place of Assignment           | Other Requirements/ Considerations  |
|----------|---|--------------|---------------------------------------|-------------------------------|------------------------------|-------------|-------------------------------|---|
|          |   |              | Education                             | Experience                    | Training                     | Eligibility |                               |   |
| 1        | Administrative Officer IV<br>(Management and Audit Analyst II)<br>(anticipated vacancy) | 15           | Bachelor's degree relevant to the job | 1 year of relevant experience | 4 hours of relevant training | None        | Financial Management Division | Intermediate knowledge of MS Office productivity tools (Word, Excel, Powerpoint, SharePoint and OneDrive) is preferred. |

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   |
|--|--|
| Administrative Officer IV<br>(Management and Audit Analyst II) | <p>The Management and Audit Analyst II (MAA II) is tasked to do the following duties and submit such outputs to the Accountant IV/ Chief Accountant within the required time:</p> <ol style="list-style-type: none"> <li>1. Pre-audit Disbursement Vouchers and Liquidation Reports.</li> <li>2. Maintain/Monitor Supplies Ledger Card.</li> <li>3. Prepare monthly Office and Other Supplies summary and prepare corresponding Journal Entry Vouchers (JEVs).</li> <li>4. Prepare JEVs for disbursements.</li> <li>5. Submit sorted and numbered JEVs.</li> <li>6. Receive incoming documents and transmit outgoing documents of Financial Management Division.</li> <li>7. Implement other tasks in accordance with the instruction of the Accountant IV/Chief Accountant within the required time.</li> </ol> <p>The MAA II will work under the Financial Management Division which is responsible for providing accurate Financial Statements and other Financial Reports, ensuring proper recording, monitoring, and remittance of collections to the Bureau of the Treasury, and timely and appropriate use of funds for performance of PMO functions.</p> |