



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

22 December 2022

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Market Specialist III	18	Bachelor's Degree relevant to the job	2 years relevant experience	8 hours of relevant training	None required	Marketing Division I	
2	Administrative Assistant V (Private Secretary I)	11	Completion of two (2) years education in college	None required	None required	None required	Office of the Deputy Privatization Officer for Marketing	

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
Market Specialist III	<p>The Market Specialist III will assist Marketing Division I which is assigned with assets to dispose. 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) reviewing of assets for disposition; 2) preparing bid documents for procurement of appraisal services for valuation of assets; 3) preparing privatization plans; 4) conducting public bidding; 5) preparing sale/transaction documents; and 6) 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 III will work under Marketing Division I which is part of the Marketing Group, composed of Marketing Divisions I, II & III, the team responsible for the conduct of an orderly, transparent and efficient disposition of government assets and other properties assigned to the PMO in accordance with the duly approved privatization plan.</p>

POSITION TITLE	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Administrative Assistant V (Private Secretary I)	<p>The Administrative Assistant V will be tasked to do the following duties and submit such outputs to the Deputy Privatization Officer (DPO) for Marketing Division within the required time:</p> <ol style="list-style-type: none"> 1. Assist in the data tracking system of the Office of the DPO (ODPO). 2. Receive incoming letters/documents/records/files/other correspondence from other agencies/and offices/divisions of PMO for the ODPO. 3. Transmit outgoing documents and requested documents from the ODPO to other agencies/and offices/divisions of PMO within the required time. 4. Calendar official travel and leave of absence of personnel under the ODPO. 5. Implement other tasks in accordance with the instruction of the DPO. <p>The Administrative Assistant V will work under the Office of the DPO for Marketing which is responsible for the conduct of an orderly, transparent and efficient disposition of government assets and other properties assigned to the PMO in accordance with the duly approved privatization plan.</p>