

**NOTICE OF VACANT POSITION**  
as of December 22, 2020

**AGENCY: PRIVATIZATION AND MANAGEMENT OFFICE (PMO)**

Item No.	Position Title	Salary Grade	Office/Division	QUALIFICATION STANDARDS*			
				Education	Experience	Training	Eligibility/Other Requirements
1	<b>Administrative Officer III (Anticipated)</b>	14	Custodianship Services Division	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	None required

Please address your application letter to **PMO Chief Privatization Officer GERARD L. CHAN**  
and submit through email address [laambasjr@pmo.gov.ph](mailto:laambasjr@pmo.gov.ph)

Submit soft copies (PDF format) of the following:

1. Personal Data Sheet\*\*/Curriculum Vitae with current 2x2 picture
2. Service Record/Employment Certificates
3. Transcript of Records
4. School Diploma
5. Certificate of Bar or Board Rating & License
6. Certificates of Training

Original documents should be presented once requested for validation.

Applications received after the deadline shall not be considered.

\* As provided under the Civil Service Commission (CSC) Qualification Standards Manual and Memorandum Circular No.14, s. 2018.

\*\* Download at [www.csc.gov.ph](http://www.csc.gov.ph)

Approved for Posting:



**ELLEN H. RONDAEL**

Chairperson

Human Resource Merit Promotion and  
Personnel Selection Board