

Date of Publication

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FEB 20 2020

**CIVIL SERVICE COMMISSION**  
National Capital Region

CSC – FO Office of the President

# Bulletin of Vacant Positions in GOVERNMENT



**February 20, 2020 : NCR: CSFO-OP: 2020-02-0040 (OP)**

\* Please be advised that all requests for publication of vacant third level positions should be filed at the CSC-ERPO, CO (Batasan Hills, QC). The requirement to publish vacant third level position under RA No. 7041 shall be deemed complied with only if the said positions are published by the CSC-ERPO (CSC MC No. 11, s. 2007).

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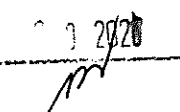
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Request for Publication  
Electronic copy to be submitted to the CSC FO must  
be in MS Excel format

Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
Request for Publication of Vacant Positions

2020  


Secretary of the President

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, that are authorized to be filled at the OFFICE OF THE PRESIDENT in the CSC website:

**ANDREA MAÑILA A. ORDAÑEZ**

HRMO

Date: February 20, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Presidential Staff Officer V	7.012.PSO5-65- 2006	22	P66,867.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration
2	Presidential Staff Officer IV	7.011.PSO4-17- 1998	19	P46,791.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration
3	Presidential Staff Officer III	7.012.PSO3-81- 2006	16	P35,106.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration
4	Presidential Staff Officer I	7.012.PSO1-52- 2006	11	P22,316.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration

Interested and qualified applicants should signify their interest in writing, attach the following documents to the application letter, and send said documents to the address below not later than March 5, 2020.

1. Two (2) sets of fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); PDS must be subscribed and sworn to before a notary public;

2. Performance rating **for the last rating period** (if applicable);

3. Photocopy of certificate of eligibility/rating/license; and

4. Photocopy of Diploma and Transcript of Records.

5. Photocopy of Training Certificate/s (if applicable)

CS Form No. 212, Revised 2017  
2020

CSC – FC Office of the President

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ANDREA MAILA A. ORDAÑEZ**

 Director IV, HRMO

Rm. 229 Mabini Hall, J.P. Laurel St.,  
San Miguel, Manila

[hrmo@malacanang.gov.ph](mailto:hrmo@malacanang.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**This Office adheres to the principles of Equal Employment Opportunity and shall not discriminate based on age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.**