

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

To: CIVIL SERVICE COMMISSION (CSC)

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


ANDREA MAILA A. ORDAÑEZ
HRMO

Date: May 14, 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 VI	7.15.PSO6-38- 2006	24	P85,074.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/manage ment learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office
2	Presidential Staff Officer IV	7.11.PSO4-44- 2006	19	P46,791.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office
3	Presidential Staff Officer IV	7.10.PSO4-55- 2006	19	P46,791.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office
4	Presidential Staff Officer III	7.10.PSO3-2- 2020	16	P35,106.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office
5	Presidential Staff Officer III	7.12.PSO3-3- 2020	16	P35,106.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office


6	Presidential Staff Officer III	7.12.PSO3-4-2020	16	P35,106.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office
7	Presidential Staff Officer III	7.12.PSO3-5-2020	16	P35,106.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office
8	Presidential Staff Officer III	7.12.PSO3-6-2020	16	P35,106.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office

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 May 28, 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/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)

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.,
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.