

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, that are authorized to be filled at the OFFICE OF THE PRESIDENT in the CSC website:


ANDREA MAILA A. ORDAÑEZ

HRMO

Date: May 4, 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	Electrician Foreman	7.51.EF-67-2006	9	P18,784.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (less than 250 volts) MC 10, s. 2013 - Cat. II	N/A	Engineering Office
2	Carpenter Foreman	7.53.CPF-74-2006	8	P17,505.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 10, s. 2013 - Cat. II)	N/A	Engineering Office
3	Painter Foreman	7.53.PF-77-2006	8	P17,505.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Painter (MC 10, s. 2013 - Cat. II)	N/A	Engineering Office
4	Administrative Aide VI (Utility Foreman)	7.51.ADA6-50-2006	6	P15,524.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Engineering Office

5	Administrative Aide VI (Utility Foreman)	7.52.ADA6-53-2006	6	P15,524.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Engineering Office
6	Administrative Aide VI (Utility Foreman)	7.52.ADA6-55-2006	6	P15,524.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Engineering Office
7	Construction and Maintenance Capataz	7.51.CMCZ-55-2006	5	P14,641.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Engineering Office
8	Construction and Maintenance Capataz	7.51.CMCZ-57-2006	5	P14,641.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Engineering Office
9	Administrative Aide IV (Storekeeper I)	7.53.ADA4-51-2006	4	P13,807.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Engineering Office
10	Presidential Staff Officer V	7.22.PSO5-56-2006	22	P66,867.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office
11	Presidential Staff Officer III	7.22.PSO3-56-2006	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	Human Resource Management Office
12	Presidential Staff Officer III	7.22.PSO3-57-2006	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	Human Resource Management Office
13	Presidential Staff Officer II	7.21.PSO2-56-2006	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office
14	Presidential Staff Officer I	7.21.PSO1-39-2006	11	P22,316.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management 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 18, 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.