

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: July 6, 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	9.32.PSO6-51- 2006	24	P85,074.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management training/learning and development intervention	4 years of supervisory / management experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Social Services Division
2	Presidential Staff Officer V	9.32.PSO5-69- 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	Presidential Complaint Center (Presidential Action Center)/Social Services Division
3	Presidential Staff Officer IV	9.31.PSO4-86- 2006	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	Presidential Complaint Center (Presidential Action Center)/Govenance and Local Affairs Division
4	Presidential Staff Officer IV	9.32.PSO4-88- 2006	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	Presidential Complaint Center (Presidential Action Center)/Social Services Division

5	Presidential Staff Officer III	9.31.PSO3-88-2006	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	Presidential Complaint Center (Presidential Action Center)/Govenance and Local Affairs Division
6	Presidential Staff Officer III	9.31.PSO3-89-2006	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	Presidential Complaint Center (Presidential Action Center)/Govenance and Local Affairs Division
7	Presidential Staff Officer III	9.31.PSO3-91-2006	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	Presidential Complaint Center (Presidential Action Center)/Govenance and Local Affairs Division
8	Presidential Staff Officer III	9.32.PSO3-92-2006	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	Presidential Complaint Center (Presidential Action Center)/Social Services Division
9	Presidential Staff Officer III	9.32.PSO3-93-2006	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	Presidential Complaint Center (Presidential Action Center)/Social Services Division
10	Presidential Staff Officer II	9.32.PSO2-79-2006	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Social Services Division
11	Presidential Staff Officer II	9.33.PSO2-81-2006	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Special Projects Division
12	Presidential Staff Assistant	9.31.PRSA-98-2006	10	P20,219.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/1 <sup>st</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Govenance and Local Affairs Division

13	Presidential Staff Assistant	9.31.PRSA-99-2006	10	P20,219.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/1 <sup>st</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Governance and Local Affairs Division
14	Presidential Staff Assistant	9.32.PRSA-101-2006	10	P20,219.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/1 <sup>st</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Social Services Division
15	Presidential Staff Assistant	9.32.PRSA-102-2006	10	P20,219.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/1 <sup>st</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Social Services Division
16	Presidential Staff Assistant	9.32.PRSA-103-2006	10	P20,219.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/1 <sup>st</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Social Services Division
17	Administrative Aide IV (Clerk II)	9.32.ADA4-59-2006	4	P13,807.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / 1 <sup>st</sup> Level Eligibility	N/A	Presidential Complaint Center (Presidential Action Center)/Social Services Division
18	Administrative Aide IV (Reproduction Machine Operator II)	9.33.ADA4-61-2006	4	P13,807.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Presidential Complaint Center (Presidential Action Center)/Special Projects Division
19	Presidential Staff Officer V	7.013.PSO5-2-2020	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/Planning and Monitoring Division
20	Presidential Staff Officer IV	7.15.PSO4-62-2006	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	Finance Office/Cashiering Division

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 July 21, 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). The 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](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.**