

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

Date of Publication

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

**JUL 20 2020**

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CSC – FO Office of the President

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 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 IV	7.013.PSO4-3-2020	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/Planning and Monitoring Division
2	Presidential Staff Officer II	7.013.PSO2-2-2020	13	P26,754.00	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/Planning and Monitoring Division
3	Presidential Staff Officer I	7.013.PSO1-3-2020	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/Planning and Monitoring Division
4	Presidential Staff Officer III	7.33.PSO3-63-2006	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	Assets Management Office/Supply and Property Management Division

5	Presidential Staff Officer II	7.32.PSO2-64-2006	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Assets Management Office/Contract Implementation and Monitoring Division
6	Presidential Staff Officer II	7.32.PSO2-65-2006	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Assets Management Office/Contract Implementation and Monitoring Division
7	Presidential Staff Officer I	7.33.PSO1-47-2006	11	P22,316.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Assets Management Office/Supply and Property Management Division
8	Presidential Staff Assistant	7.30.PRSA-6-2020	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	Assets Management Office
9	Accountant III	7.12.A3-8-2020	19	P46,791.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	Certified Public Accountant (CPA)/RA 1080	N/A	Finance Office/Accounting Division
10	Presidential Staff Officer II	7.13.PSO2-50-2006	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office/ Payroll, Voucher and Remittance Management Division
11	Presidential Staff Officer II	7.13.PSO2-53-2006	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office/ Payroll, Voucher and Remittance Management 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 August 5, 2020.

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2020 EO Office of the President

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)

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**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.**