

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 MALAY A. ORDAÑEZ**  
HRMO

Date: September 17, 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	Director III	7.010.DIR3-9-1998	27	P121,411.00	<b>Bachelor's Degree:</b> Accountancy, Law, Economics, Management, Public Administration, Political Science, Social Sciences, or other related courses, <b>Master's Degree:</b> Accountancy, Economics, Management, Public Administration, Political Science, Social Sciences, or other related courses preferred if the applicant is not a lawyer; <b>Doctorate Degree:</b> relevant Doctorate Degree preferred	Relevant technical training	At least 2 years of relevant technical experience in public administration and management, particularly in public financial management, public sector budgeting, government accounting, performance management, and/or human resources as well as organizational development	Career Service (Professional) or RA 1080 (CPA and/or Lawyer)	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 October 1, 2020.

- 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;
- 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.**