

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

07 OCT 2020

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FO Office of the President

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. ORDANEZ
HRMO

Date: October 7, 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 -V	7.23, PSO5-5- 2020	22	P66,867.00	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Development and Information Management Division)		
2	Presidential Staff Officer -IV	7.20, PSO4-16- 2020	19	P46,791.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Internal Administration and Information Section)		
3	Presidential Staff Officer -IV	7.21, PSO4-13- 2020	19	P46,791.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Actions Division)		
4	Presidential Staff Officer -IV	7.23, PSO4-15- 2020	19	P46,791.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Development and Information Management Division)		

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5	Presidential Staff Officer III	3.30.PSO3-9-2020	16	P35,106.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Procurement Management Service
6	Presidential Staff Officer III	7.20.PSO3-21-2020	16	P35,106.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Internal Administration and Information Section)
7	Presidential Staff Officer III	7.21.PSO3-16-2020	16	P35,106.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Actions Division)
8	Presidential Staff Officer III	7.22.PSO3-18-2020	16	P35,106.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Welfare and Benefits Division)
9	Presidential Staff Officer III	7.23.PSO3-19-2020	16	P35,106.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Development and Information Management Division)
10	Presidential Staff Officer II	7.21.PSO2-11-2020	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Actions Division)
11	Presidential Staff Officer II	7.22.PSO2-12-2020	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Welfare and Benefits Division)
12	Presidential Staff Officer II	7.22.PSO2-13-2020	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Welfare and Benefits Division)
13	Presidential Staff Officer II	7.23.PSO2-14-2020	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Development and Information Management Division)
14	Presidential Staff Officer I	7.22.PSO1-10-2020	11	P22,316.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Welfare and Benefits Division)

15	Presidential Staff Officer I	7.23.PSO1-39-2006	11	P22.316.00	Bachelor's degree	None required	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Development and Information Management Division)
16	Presidential Staff Officer I	7.23.PSO1-11-2020	11	P22.316.00	Bachelor's degree	None required	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Development and Information Management Division)
17	Presidential Staff Officer I	7.23.PSO1-12-2020	11	P22.316.00	Bachelor's degree	None required	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Development and Information Management Division)
18	Presidential Staff Assistant	7.20.PRSA-12-2020	10	P20.219.00	Completion of two (2) years studies in college	None required	None required	None required	Career Service Subprofessional/1 st Level Eligibility	N/A	Human Resource Management Office (Internal Administration and Information Section)
19	Presidential Staff Assistant	7.22.PRSA-11-2020	10	P20.219.00	Completion of two (2) years studies in college	None required	None required	None required	Career Service Subprofessional/1 st Level Eligibility	N/A	Human Resource Management Office (Human Resource Welfare and Benefits 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 October 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/; 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 Certificates (if applicable)

[Handwritten signature]

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QUALIFIED APPLICANTS are advised to hand in or send through email/courier their applications to:

ANDREA MAILLA A. ORDAÑEZ

Director IV, HRMO

Rm. 229 Mabini Hall, J.P. Laurel St.,
San Miguel, Manila

careers@op-jproper.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.