

Office of the President
of the Philippines
Manila

MEMORANDUM

FOR : Head, Information and Communications
Technology Office (ICTO)
FROM : Head HRMO
SUBJECT : Publication of Vacant Positions
DATE : December 18, 2020

1. May we request the publication of the attached list of vacant positions in the Office of the President (OP) Proper.
2. Please be informed that the aforesaid list has likewise been submitted to our Civil Service Commission (CSC) OP Field Office for Publication in the CSC Bulletin of Vacant Positions in the Government, CSC Website, in accordance with Sec. 25, Rule VII, Publication and Posting of Vacant Positions, 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018).
3. For consideration.


A. M. A. ORDANEZ

Office of the President
of the Philippines
Malacañang

CSFO-OP
Malacañang, Manila
RECEIVED

Human Resource Management Office

Date: DEC 18 2020

Manila, December 18, 2020

MR. RODERICK J. ROMUALDO
Director II, Civil Service Commission (CSC)
CSC Office of the Presidential Field Office
Malacañang, Manila

Dear Dir. Romualdo:

In compliance with Sec. 25, Rule VII of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018), we have hereto attached electronic and printed copies of the representative matrix on vacant positions in the Office of the President (OP) Proper for publication in the CSC Bulletin of Vacant Positions in the Government, CSC Website.

Thank you and best regards.

Very truly yours,


ANDREA MAILA A. ORDOÑEZ
Director IV *mm*

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

Electronic copy to be submitted to the CSC FO must
be in MS Excel format
Date of Submission
DEC 18 2020

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FO Office of the President

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 MAILLA A. ORDAÑEZ

HRMO

Date: December 18, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Presidential Staff Officer V	7.012.PSO5-65- 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	Office of the Deputy Executive Secretary for Finance and Administration (Technical Services Office- Fiscal and Management Division)
2	Presidential Staff Officer IV	7.013.PSO4-4- 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	Office of the Deputy Executive Secretary for Finance and Administration (Technical Services Office- Planning and Monitoring Division)
3	Presidential Staff Officer II	7.013.PSO2-2- 2020	13	P26,754.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration (Technical Services Office- Planning and Monitoring Division)

4	Presidential Staff Officer IV	3.30, PSO4-5-2020	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	Procurement Management Service
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 2, 2021.

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. 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;
4. Photocopy of Diploma and Transcript of Records; and
5. Photocopy of Training Certificates/ (if applicable)

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.

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.,
careers@op-proper.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Date of Publication

DEC 18 2020

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