

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

JAN 12 2021

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 MALCA. ORDAÑEZ

HRMO

Date: January 11, 2021

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	Engineer IV	7.53.ENG4-18-2020	22	P68,415.00	Bachelor's degree in Engineering relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080	N/A	Engineering Office-Repair and Technical Services Division
2	Architect IV	7.52.ARC4-2-2020	22	P68,415.00	Bachelor's degree in Architecture	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080	N/A	Engineering Office-Infrastructure and Grounds General Services Division
3	Engineer III	7.51.ENG3-15-2020	19	P48,313.00	Bachelor's degree in Engineering relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Engineering Office-Facilities Maintenance Division
4	Architect III	7.52.ARC3-1-2020	19	P48,313.00	Bachelor's degree in Architecture	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Engineering Office-Infrastructure and Grounds General Services Division
5	Presidential Staff Officer IV	7.50.PSO4-17-2020	19	P48,313.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Engineering Office-Internal Administration and Information Section
6	Architect II	7.52.ARC2-24-2020	16	P36,628.00	Bachelor's degree in Architecture	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Engineering Office-Infrastructure and Grounds General Services Division

7	Engineer II	7.53.ENG2-29-2020	16	P36,628.00	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Engineering Office-Repair and Technical Services Division
8	Presidential Staff Officer II	7.50.PSO2-15-2020	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Engineering Office-Internal Administration and Information Section

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 26, 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 Certificate/s (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., San

careers@op-proper.gov.ph

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.