

FEB 19 2021

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

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

We hereby request the publication of the following vacant position, which is authorized to be filled, at the OFFICE OF THE PRESIDENT in the CSC website:


ANDREA MAÑILA A. ORDOÑEZ
HRMO

Date: February 17, 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	Director IV	7.10.DIR4-23-2006	28	P142,683.00	Bachelor's Degree: Accountancy, Law, Economics, Management, Public Administration or other related courses Master's Degree: Accountancy, Law, Economics, Management, Public Administration or other related courses Doctorate Degree: relevant Doctorate Degree preferred	Relevant technical training	At least four (4) years of relevant technical experience in public finance, financial accounting, budgeting and expenditure management	RA 1080 (CPA and/or Lawyer) or Career Service (Professional)	N/A	Finance Office

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 March 4, 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 fill out our online form by clicking the link below 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.