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

FEB 03 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 MAILA A. ORDAÑEZ**

HRMO

Date: February 2, 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	Information Systems Analyst II	7.73.INFOSA2- 18-2020	16	P36,628.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office (Systems and Application Development Division)
2	Computer Programmer II	7.73.COMPRO2- 13-2020	15	P33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office (Systems and Application Development Division)
3	Computer Programmer II	7.73.COMPRO2- 14-2020	15	P33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office (Systems and Application Development Division)

4	Computer Programmer I	7.73.COMPRO1-11-2020	11	P23,877.00	Bachelor's degree relevant to the job	None	None	None	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office (Systems and Application Development Division)
5	Computer Programmer I	7.73.COMPRO1-12-2020	11	P23,877.00	Bachelor's degree relevant to the job	None	None	None	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office (Systems and Application Development Division)
6	Computer Maintenance Technologist I	7.72.CTMT1-8-2020	11	P23,877.00	Bachelor's degree relevant to the job	None	None	None	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office (Information and Security Management Division)

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 February 17, 2021.

- 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);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of Diploma and Transcript of Records; and
- Photocopy of Training Certificate/s (if applicable)

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CSC - FO Office of the President

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](mailto:careers@op-proper.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.