

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 positions, which are authorized to be filled, at the OFFICE OF THE PRESIDENT in the CSC website:

ANDREA MAILA A. ORDAÑEZ

HRMO

Date: February 1, 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	Presidential Staff Officer V	7.15.PSO5-57- 2006	22	P68,415.00	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office (Cashiering Division)
2	Presidential Staff Officer III	7.15.PSO3-60- 2006	16	P36,628.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office (Cashiering Division)
3	Presidential Staff Officer II	7.11.PSO2-54- 2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office (Budget Management Division)
4	Presidential Staff Officer II	7.12.PSO2-47- 2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office (Accounting Division)
5	Presidential Staff Officer II	7.12.PSO2-48- 2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office (Accounting Division)

6	Presidential Staff Officer II	7.12.PSO2-49-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office (Accounting Division)
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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 February 16, 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)

Date of Publication
FEB 01 2021

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.