

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. Publication

MAR 17 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: March 16, 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 III	7.7.DIR3-34- 2006	27	P126,267.00	Engineering Degree (Electronics and Communications Engineer), preferably relevant Master's and/or Doctorate Degree	Relevant technical training	At least 2 years of technical experience in the ICT- specialized areas such as ICT planning, application system design and programming, data management, hardware maintenance, and ICT project development and management, including ICT forensics	Career Service (Professional), or RA 1080 (relevant fields)	N/A	Information and Communications Technology Office
2	Director III	7.6.DIR3-28- 2006	27	P126,267.00	Engineering Degree (Mechanical Engineer), preferably relevant Master's and/or Doctorate Degree	Relevant technical training	At least 2 years of relevant technical experience in technical and mechanical transportation services	Career Service (Professional) or RA 1080 (Engineer [relevant fields])	N/A	Malacañang Motor Pool Office

Interested and qualified applicants should signify their interest in writing, attach the following documents to the application letter, and send said documents to the address below not later than March 31, 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/PDS](http://www.csc.gov.ph/PDS) must be subscribed and sworn to before a notary public;

2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of Training Certificate/s (if applicable)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ANDREA MAILA A. ORDANEZ**

Director IV, HRMO

Rm. 229 Mabini Hall, J.P. Laurel St.,

careers@opp-proper.gov.ph

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.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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