

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

To: CIVIL SERVICE COMMISSION (CSC)

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 22, 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 IV	7.52.PSO4-74-2006	19	P48,313.00	Bachelor's degree	8 hrs. of relevant trng.	2 years of relevant exp.	CS Professional		Engineering Office (Infrastructure and Grounds General Services Division)
2	Mechanical Shop General Foreman	7.53.MSGF-74-2006	13	P28,276.00	High School Grad. or Completion of relevant vocational/trade course	16 hrs. of relevant trng.	3 years of relevant exp.	Mechanic (MC 11, s.96 - Cat I)		Engineering Office (Repair and Technical Services Division)
3	Construction and Maintenance General Foreman	7.51.CMGF-63-2006	11	P23,877.00	High School Graduate	8 hrs. of relevant trng.	2 years of relevant exp.	None Required (MC 11, s.96 - Cat III)		Engineering Office (Facilities Maintenance Division)
4	Construction and Maintenance General Foreman	7.52.CMGF-69-2006	11	P23,877.00	High School Graduate	8 hrs. of relevant trng.	2 years of relevant exp.	None Required (MC 11, s.96 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
5	Construction and Maintenance General Foreman	7.53.CMGF-71-2006	11	P23,877.00	High School Graduate	8 hrs. of relevant trng.	2 years of relevant exp.	None Required (MC 11, s.96 - Cat III)		Engineering Office (Repair and Technical Services Division)
6	Administrative Assistant V (Buyer IV)	7.53.ADAS5-71-2006	11	P23,877.00	Completion of two years studies in college	8 hrs. of relevant trng.	2 years of relevant exp.	CS-Subprofessional		Engineering Office (Repair and Technical Services Division)

7	Presidential Staff Assistant	7.50.PRSA-13-2020	10	P21,205.00	Completion of two years studies in college	None required	none required	CS-Subprofessional		Engineering Office (Internal Administrative and Support Information Section)
8	Electrician Foreman	7.51.EF-67-2006	9	P19,593.00	High School Grad. or Completion of relevant vocational/trade course	4 hrs. of relevant trng.	1 year of relevant exp.	Electrician (Bldg. Wiring) (-250volts) MC 11, s.96 - Cat I)		Engineering Office (Facilities Maintenance Division)
9	Carpenter Foreman	7.53.CPF-74-2006	8	18,251	High School Graduate or completion of relevant vocational/trade course	4 hrs. of relevant trng.	1 year of relevant exp.	Capenter (MC 11, s.96-Cat I)		Engineering Office (Repair and Technical Services Division)
10	Painter Foreman	7.53.PF-77-2006	8	18,251	High School Graduate	4 hrs. of relevant trng.	1 year of relevant exp.	Painter (MC 11, s.96-Cat I)		Engineering Office (Repair and Technical Services Division)
11	Administrative Aide VI (Util. Foreman)	7.51.ADA6-50-2006	6	16,200	Elementary School Graduate	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
12	Administrative Aide VI (Util. Foreman)	7.52.ADA6-53-2006	6	16,200	Elementary School Graduate	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
13	Administrative Aide VI (Util. Foreman)	7.52.ADA6-55-2006	6	16,200	Elementary School Graduate	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
14	Administrative Aide VI (Util. Foreman)	7.53.ADA6-61-2006	6	16,200	Elementary School Graduate	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
15	Heavy Equipment Operator II	7.53.HEO2-80-2006	6	16,200	High School Grad. or Completion of relevant vocational/trade course	None required	none required	Heavy Equipt. Optr. (MC 11, s. 96-Cat I)		Engineering Office (Repair and Technical Services Division)
16	Mechanic II	7.53.MECH2-81-2006	6	16,200	High School Graduate or completion of relevant vocational/trade course	None required	none required	Mechanic (MC 11, s.96-Cat I)		Engineering Office (Repair and Technical Services Division)
17	Metal Worker II	7.53.MTW2-63-2006	6	16,200	Elementary School Graduate	None required	none required	Metal Worker (MC 11, s.96 - Cat I)		Engineering Office (Repair and Technical Services Division)

18	Construction and Maintenance Capataz	7.51.CMCZ-55-2006	5	15,275	Elementary School Graduate	None required	none required	None Required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
19	Construction and Maintenance Capataz	7.51.CMCZ-56-2006	5	15,275	Elementary School Graduate	None required	none required	None Required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
20	Construction and Maintenance Capataz	7.51.CMCZ-57-2006	5	15,275	Elementary School Graduate	None required	none required	None Required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
21	Construction and Maintenance Capataz	7.52.CMCZ-61-2006	5	15,275	Elementary School Graduate	None required	none required	None Required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
22	Construction and Maintenance Capataz	7.53.CMCZ-65-2006	5	15,275	Elementary School Graduate	None required	none required	None Required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
23	Construction and Maintenance Capataz	7.53.CMCZ-66-2006	5	15,275	Elementary School Graduate	None required	none required	None Required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
24	Carpenter II	7.53.CP2-72-2006	5	15,275	Elementary School Graduate	None required	none required	Carpenter (MC 10, s.2013 - Cat II)		Engineering Office (Repair and Technical Services Division)
25	Mason II	7.53.MSN2-73-2006	5	15,275	Elementary School Graduate	None required	none required	Mason (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
26	Electrician I	7.51.ELEC1-70-2006	4	14,400	High School Grad. or Completion of relevant vocational/trade course	None required	none required	Electrician (Bldg. Wiring) (-250 volts) MC 11, s.96 - Cat I)		Engineering Office (Facilities Maintenance Division)
27	Welder I	7.51.WELD1-80-2006	4	14,400	Elementary School Graduate	None required	none required	Welder (MC 11, s.96 - Cat I)		Engineering Office (Facilities Maintenance Division)
28	Administrative Aide IV (Storekeeper I)	7.53.ADA4-51-2006	4	14,400	Elementary School Graduate	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
29	Administrative Aide IV (Storekeeper I)	7.53.ADA4-53-2006	4	14,400	Elementary School Graduate	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
30	Mechanic I	7.53.MECH1-55-2006	4	14,400	High School Grad. or Completion of relevant vocational/trade course	None required	none required	Mechanic (MC 10, s.2013 - Cat II)		Engineering Office (Repair and Technical Services Division)

31	Mechanic I	7.53.MECH1-56-2006	4	14,400	High School Grad. or Completion of relevant vocational/trade course	None required	none required	Mechanic (MC 10, s.2013 - Cat II)		Engineering Office (Repair and Technical Services Division)
32	Plumber I	7.51.PLUM1-90-2006	3	13,572	Elementary School Graduate	None required	none required	Painter (MC 10, s.2013 - Cat II)		Engineering Office (Facilities Maintenance Division)
33	Administrative Aide III (Util. Worker II)	7.52.ADA3-100-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
34	Administrative Aide III (Util. Worker II)	7.52.ADA3-101-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
35	Administrative Aide III (Util. Worker II)	7.52.ADA3-104-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
36	Administrative Aide III (Util. Worker II)	7.52.ADA3-108-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
37	Administrative Aide III (Util. Worker II)	7.52.ADA3-118-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
38	Administrative Aide III (Util. Worker II)	7.52.ADA3-122-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
39	Administrative Aide III (Util. Worker II)	7.53.ADA3-161-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
40	Administrative Aide III (Util. Worker II)	7.53.ADA3-162-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
41	Administrative Aide III (Util. Worker II)	7.53.ADA3-164-2006	3	13,572	Must be able to read and write	None required	none required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
42	Carpenter I	7.53.CP1-167-2006	3	13,572	Elementary School Graduate	None required	none required	Carpenter (MC 10, s.2013 - Cat II)		Engineering Office (Repair and Technical Services Division)

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 April 6, 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; 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. ORDAÑEZ

Director IV, HRMO

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

careers@op-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.