

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

MAR 04 2021

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FO Offices of the Presi

We hereby request the publication of the following vacant positions, that are authorized to be filed at the OFFICE OF THE PRESIDENT in the CSC website:

ANDREA MALILA A. ORDANAÑEZ
HRMO

Date: March 4, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Presidential Staff Officer IV	7.22.PSO4-56-2006	19	P48,313.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Welfare and Benefits Division)
2	Presidential Staff Officer IV	7.22.PSO4-58-2006	19	P48,313.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Welfare and Benefits Division)
3	Presidential Staff Officer III	7.20.PSO3-21-2020	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	Human Resource Management Office (Internal Administration and Information Section)
4	Presidential Staff Officer II	7.20.PSO2-59-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Internal Administration and Information Section)
5	Presidential Staff Officer II	7.21.PSO2-58-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office (Human Resource Actions 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 March 19, 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/PPDS 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; and
4. Photocopy of Diploma and Transcript of Records.
5. Photocopy of Training Certificate/s (if applicable)

Date of Publication

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CSC – FO Office of the Preside

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

ANDREA MAILA A. ORDAÑEZ

Director IV, HRMO

Rm. 229 Mabini Hall, J.P. Laurel St.,
San Miguel, Manila

careers@op-proper.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.

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Electronic copy to be submitted to the CSC FO must
be in MS EXCEL format

MAR 3 4 2021

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