

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 MAICA A. ORDAÑEZ

HRMO

Date: March 29, 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	7.12.PSO4-52- 2006	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office-Accounting Division
2	Presidential Staff Officer IV	7.11.PSO4-54- 2006	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office-Budget Management Division
3	Presidential Staff Officer III	7.11.PSO3-50- 2006	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office-Budget Management Division
4	Presidential Staff Officer III	7.11.PSO3-41- 2006	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office-Budget Management Division
5	Presidential Staff Officer II	7.10.PSO2-1- 2020	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office-Internal Administration and Information Section

6	Presidential Staff Officer II	7.15.PSO2-61-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office-Cashiering Division
7	Presidential Staff Officer II	7.15.PSO2-62-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Finance Office-Cashiering 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 April 13, 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)

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.


OFFICE OF THE PRESIDENT - March 25, 2021

OP HRMO CAREERS <careers@op-proper.gov.ph>

Fri 3/26/2021 3:04 PM

To: op field office <opfpublication@gmail.com>

Cc: mjcjacob@yahoo.com <mjcjacob@yahoo.com>

 1 attachments (175 KB)

Publication-AMO.xlsm;

Dear Ma'am/Sir:

Please find attached publication of vacant career positions in the Office of the President.

Kindly acknowledge receipt.

Thank you.

Human Resource Management Office
Office of the President of the Philippines
Room 229 Mabini Hall, Malacañang Compound
JP Laurel Street, San Miguel, Manila
Telephone: 784-4286 Local: 4920

Monday to Friday 8:00 AM to 5:00 PM (except National Holidays and Work Suspensions)

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1	Presidential Staff Officer I	7.33.PSO1-45- 2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Assets Management Office (Supply and Property Management Division)
2	Administrative Aide III (Utility Worker II)	7.33.ADA3-1- 2021	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)	N/A	Assets Management Office (Supply and Property Management Division)
3	Administrative Aide III (Utility Worker II)	7.33.ADA3-2- 2021	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)	N/A	Assets Management Office (Supply and Property Management 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 9, 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;
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