

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

MAR 12 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 MALTA ALORDAÑEZ

HRMO

Date: 3/11/2021

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	Internal Auditor IV	6.10.IAUD4-72-2006	22	68,415	Bachelor's degree relevant to the job	16 hrs. of relevant trng.	3 years of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Financial Audit Division)	
2	Internal Auditor IV	6.20.IAUD4-73-2006	22	68,415	Bachelor's degree relevant to the job	16 hrs. of relevant trng.	3 years of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Operations Audit Division)	
3	Internal Auditor IV	6.30.IAUD4-74-2006	22	68,415	Bachelor's degree relevant to the job	16 hrs. of relevant trng.	3 years of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Review and Compliance Division)	
4	Internal Auditor III	6.20.IAUD3-76-2006	18	43,681	Bachelor's degree relevant to the job	8 hrs. of relevant trng.	2 years of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Operations Audit Division)	
5	Internal Auditor III	6.30.IAUD3-77-2006	18	43,681	Bachelor's degree relevant to the job	8 hrs. of relevant trng.	2 years of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Review and Compliance Division)	
6	Presidential Staff Officer III	7.011.PSOC3-27-1998	16	36,628	Bachelor's degree	4 hrs. of relevant trng.	1 year of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration (Development and Governance Division)	

7	Presidential Staff Officer III	7.012.PSO3-82- 2006	16	36,628	Bachelor's degree	4 hrs. of relevant trng.	1 year of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration (Fiscal and Management Division)
8	Presidential Staff Officer III	7.013.PSO3-7-2020	16	36,628	Bachelor's degree	4 hrs. of relevant trng.	1 year of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration (Planning and Monitoring Division)
9	Internal Auditor II	6.10.IAUD2-75-2006	15	33,575	Bachelor's degree relevant to the job	4 hrs. of relevant trng.	1 year of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Financial Audit Division)
10	Internal Auditor II	6.10.IAUD2-76-2006	15	33,575	Bachelor's degree relevant to the job	4 hrs. of relevant trng.	1 year of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Financial Audit Division)
11	Internal Auditor II	6.20.IAUD2-78-2006	15	33,575	Bachelor's degree relevant to the job	4 hrs. of relevant trng.	1 year of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Operations Audit Division)
12	Internal Auditor II	6.30.IAUD2-79-2006	15	33,575	Bachelor's degree relevant to the job	4 hrs. of relevant trng.	1 year of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Review and Compliance Division)
13	Internal Auditor II	6.30.IAUD2-80-2006	15	33,575	Bachelor's degree relevant to the job	4 hrs. of relevant trng.	1 year of relevant exp.	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office (Review and Compliance 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 26, 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)

MAR 12 2021



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

CSC – FO Office of the President

ANDREA MALA A. ORDANEZ

Director IV, HRMO

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

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.