

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

Date of Publication
Electronic copy to be submitted to the CSC FO
must be in MS Excel format

JUN 08 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: 8 June 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 IV	7.5.DIR4-27-2006	28	P142,683.00	Engineering Degree, preferably with relevant Master's and/or Doctorate Degree	Relevant technical training	At least 4 years of technical experience in programs, projects and activities in the areas of civil, electrical, and mechanical engineering, as well as in the areas of architecture and related technical preparations	Career Service (Professional), preferably RA 1080 (Engineer [related fields])	N/A	Engineering Office
2	Director III	7.1.DIR3-23-2006	27	P126,267.00	Accountancy Degree, preferably with relevant Master's and/or Doctorate Degree	Relevant technical training	At least 2 years of relevant technical experience in public finance, financial accounting, budgeting and expenditure management, as well as organization performance management	Career Service (Professional) or RA 1080 (CPA or CPA-Lawyer)	N/A	Finance 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 22 June 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.