

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

1 MAY 31 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: May 31, 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	Administrative Assistant I (Bookbinder III)	9.40.ADAS1-117- 2006	7	P17,179.00	Elementary school graduate	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Presidential Museum and Library

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 June 15, 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.