

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

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

~~JUL 29 2021~~

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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:

CSC - FO Office of the President

ANDREA MAILA A. ORDAÑEZ
HRMO

Date: July 28, 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	Information Technology Officer II	7.73.ITO2-35-2006	22	P68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Information and Communications Technology Office - Systems and Application Development Division
2	Information Technology Officer I	7.72.ITO1.10-2020	19	P48,313.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Information and Communications Technology Office - Information and Security Management Division
3	Computer Maintenance Technologist II	7.72.CTMT2-9-2020	15	P33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Information and Communications Technology Office - Information and Security Management 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 August 12, 2021.

- 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;
- 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)

3/29/14

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., San

careers@op-proper.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.