

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

Date of Publication

JUL 5 2021

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 MAILA A. ORDAÑEZ

HRMO

Date: 5 July 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	Accountant IV	7.12.A4-8-2020	22	P68,415.00	Bachelor's degree in Accountancy/ Commerce/ Business Administration major in Accounting	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080 (CPA)	N/A	Finance Office (Accounting Division)
2	Accountant III	7.12.A3-7-2020	19	P48,313.00	Bachelor's degree in Accountancy/ Commerce/ Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (CPA)	N/A	Finance Office (Accounting Division)
3	Accountant III	7.12.A3-11-2020	19	P48,313.00	Bachelor's degree in Accountancy/ Commerce/ Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (CPA)	N/A	Finance Office (Accounting Division)

4	Accountant III	7.12.A3-12-2020	19	P48,313.00	Bachelor's degree in Accountancy/ Commerce/ Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (CPA)	N/A	Finance Office (Accounting Division)
5	Accountant III	7.12.A3-13-2020	19	P48,313.00	Bachelor's degree in Accountancy/ Commerce/ Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (CPA)	N/A	Finance Office (Accounting Division)
6	Presidential Staff Officer III	7.11.PSO3-40-2006	16	P36,628.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / 2nd Level Eligibility	N/A	Finance Office (Budget 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 20 July 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; 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 Diploma and Transcript of Records;
5. Photocopy of Training Certificate/s (if applicable)

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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

CSC – FO Office of the President

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.