

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

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: 13 August 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	Presidential Staff Officer V	9.33.PSO5-70- 2006	22	P68,415.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Special Projects Division)
2	Presidential Staff Officer IV	9.31.PSO4-85- 2006	19	P48,313.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Governance and Local Affairs Division)
3	Presidential Staff Officer IV	9.32.PSO4-87- 2006	19	P48,313.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Social Services Division)
4	Presidential Staff Officer IV	9.33.PSO4-90- 2006	19	P48,313.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Special Projects Division)
5	Presidential Staff Officer III	9.31.PSO3-90- 2006	16	P36,628.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Governance and Local Affairs Division)
6	Presidential Staff Officer III	9.32.PSO3-94- 2006	16	P36,628.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Social Services Division)

7	Presidential Staff Officer III	9.33.PSO3-96-2006	16	P36,628.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Special Projects Division)
8	Presidential Staff Officer II	9.31.PSO2-77-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Governance and Local Affairs Division)
9	Presidential Staff Officer II	9.32.PSO2-78-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Social Services Division)
10	Presidential Staff Officer II	9.32.PSO2-79-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Presidential Complaint Center (Social Services Division)
11	Presidential Staff Assistant	9.31.PRSA-99-2006	10	P21,205.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional /1 st Level Eligibility	N/A	Presidential Complaint Center (Governance and Local Affairs Division)
12	Presidential Staff Assistant	9.31.PRSA-100-2006	10	P21,205.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional /1 st Level Eligibility	N/A	Presidential Complaint Center (Governance and Local Affairs Division)
13	Presidential Staff Assistant	9.33.PRSA-104-2006	10	P21,205.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional /1 st Level Eligibility	N/A	Presidential Complaint Center (Special Projects Division)
14	Presidential Staff Assistant	9.33.PRSA-105-2006	10	P21,205.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional /1 st Level Eligibility	N/A	Presidential Complaint Center (Special Projects Division)
15	Presidential Staff Assistant	9.33.PRSA-106-2006	10	P21,205.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional /1 st Level Eligibility	N/A	Presidential Complaint Center (Special Projects Division)
16	Administrative Aide IV	9.32.ADA4-59-2006	4	P14,400.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional /1 st Level Eligibility	N/A	Presidential Complaint Center (Social Services 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 27 August 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 DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.