

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: August 9, 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 IV	7.21.PSO4-14- 2020	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Actions Division
2	Presidential Staff Officer IV	7.22.PSO4-60- 2006	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Welfare and Benefits Division
3	Presidential Staff Officer III	7.21.PSO3-15- 2020	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Actions Division
4	Presidential Staff Officer III	7.22.PSO3-52- 2006	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Welfare and Benefits Division

5	Presidential Staff Officer III	7.22.PSO3-55-2006	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Welfare and Benefits Division
6	Presidential Staff Officer III	7.23.PSO3-20-2020	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Development and Information 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 23, 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. The PDS must be subscribed and sworn to before a notary public;
2. 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)

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.,
careers@op-proper.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.