

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

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

AUG 04 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
ANDREA MAILA A. ORDAÑEZ

HRMO

Date:

4 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	Engineer IV	7.51.ENG4-20-2020	22	P68,415.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		Engineering Office (Facilities Maintenance Division)
2	Engineer III	7.51.ENG3-15-2020	19	P48,313.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Engineering Office (Facilities Maintenance Division)
3	Engineer III	7.51.ENG3-16-2020	19	P48,313.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Engineering Office (Facilities Maintenance Division)
4	Engineer III	7.52.ENG3-26-2020	19	P48,313.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Engineering Office (Infrastructure and Grounds General Services Division)
5	Engineer III	7.53.ENG3-14-2020	19	P48,313.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Engineering Office (Repair and Technical Services Division)
6	Engineer III	7.53.ENG3-25-2020	19	P48,313.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Engineering Office (Repair and Technical Services Division)

7	Engineer II	7.52.ENG2-30-2020	16	P36,628.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		Engineering Office (Infrastructure and Grounds General Services Division)
8	Architect II	7.53.ARC2-19-2020	16	P36,628.00	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080		Engineering Office (Repair and Technical Services Division)
9	Architect II	7.53.ARC2-25-2020	16	P36,628.00	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080		Engineering Office (Repair and Technical Services Division)
10	Presidential Staff Officer III	7.53.PSO3-73-2006	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Engineering Office (Repair and Technical Services Division)
11	Presidential Staff Officer I	7.53.PSO1-51-2006	11	P23,877.00	Bachelor's degree	None required	None required	CS Professional		Engineering Office (Repair and Technical Services Division)
12	Electrician General Foreman	7.51.EGF-65-2006	11	P23,877.00	High School Grad. or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Electrician (Bldg. Wiring) (-250 volts) MC 11, s.96 - Cat I)		Engineering Office (Facilities Maintenance Division)
13	Heavy Equipment Operator III	7.53.HEO3-72-2006	9	P19,593.00	High School Grad. or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Heavy Equipment Operator (MC 11, s.96-Cat I)		Engineering Office (Repair and Technical Services Division)
14	Heavy Equipment Operator III	7.53.HEO3-73-2006	9	P19,593.00	High School Grad. or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Heavy Equipment Operator (MC 11, s.96-Cat I)		Engineering Office (Repair and Technical Services Division)
15	Administrative Aide VI (Utility Foreman)	7.51.ADA6-49-2006	6	P16,200.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
16	Administrative Aide VI (Utility Foreman)	7.52.ADA6-59-2006	6	P16,200.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
17	Administrative Aide VI (Artist-Illustrator I)	7.53.ADA6-60-2006	6	P16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprof. / Draftsman or Illustrator (MC 11, s.96-Cat I)		Engineering Office (Repair and Technical Services Division)

18	Heavy Equipment Operator II	7.53.HEO2-79-2006	6	P16,200.00	High School Grad. or Completion of relevant vocational/trade course	None required	None required	Heavy Equip. Optr. (MC 11, s. 96-Cat I)	Engineering Office (Repair and Technical Services Division)
19	Construction and Maintenance Capataz	7.51.CMCZ-53-2006	5	P15,275.00	Elementary School Graduate	None required	None required	None Required (MC 10, s.2013 - Cat III)	Engineering Office (Facilities Maintenance Division)
20	Construction and Maintenance Capataz	7.51.CMCZ-54-2006	5	P15,275.00	Elementary School Graduate	None required	None required	None Required (MC 10, s.2013 - Cat III)	Engineering Office (Facilities Maintenance Division)
21	Construction and Maintenance Capataz	7.53.CMCZ-67-2006	5	P15,275.00	Elementary School Graduate	None required	None required	None Required (MC 10, s.2013 - Cat III)	Engineering Office (Repair and Technical Services Division)
22	Carpenter II	7.53.CP2-69-2006	5	P15,275.00	Elementary School Graduate	None required	None required	Carpenter (MC 10, s.2013 - Cat II)	Engineering Office (Repair and Technical Services Division)
23	Painter II	7.53.P2-76-2006	5	P15,275.00	Elementary School Graduate	None required	None required	Painter (MC 11, s.96 - Cat I)	Engineering Office (Repair and Technical Services Division)
24	Electrician I	7.51.ELEC1-64-2006	4	P14,400.00	High School Grad. or Completion of relevant vocational/trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) MC 11, s.96 - Cat I)	Engineering Office (Facilities Maintenance Division)
25	Electrician I	7.51.ELEC1-67-2006	4	P14,400.00	High School Grad. or Completion of relevant vocational/trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) MC 11, s.96 - Cat I)	Engineering Office (Facilities Maintenance Division)
26	Electrician I	7.51.ELEC1-69-2006	4	P14,400.00	High School Grad. or Completion of relevant vocational/trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) MC 11, s.96 - Cat I)	Engineering Office (Facilities Maintenance Division)
27	Electrician I	7.51.ELEC1-75-2006	4	P14,400.00	High School Grad. or Completion of relevant vocational/trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) MC 11, s.96 - Cat I)	Engineering Office (Facilities Maintenance Division)
28	Electrician I	7.51.ELEC1-76-2006	4	P14,400.00	High School Grad. or Completion of relevant vocational/trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) MC 11, s.96 - Cat I)	Engineering Office (Facilities Maintenance Division)
29	Electrician I	7.51.ELEC1-78-2006	4	P14,400.00	High School Grad. or Completion of relevant vocational/trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) MC 11, s.96 - Cat I)	Engineering Office (Facilities Maintenance Division)

30	Welder I	7.51.WELD1-81-2006	4	P14,400.00	Elementary School Graduate	None required	None required	Welder (MC 11, s.96 - Cat I)		Engineering Office (Facilities Maintenance Division)
31	Administrative Aide IV (Storekeeper I)	7.52.ADA4-49-2006	4	P14,400.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
32	Administrative Aide IV (Storekeeper I)	7.53.ADA4-50-2006	4	P14,400.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Repair and Technical Services Division)
33	Mechanic I	7.53.MECH1-56-2006	4	P14,400.00	High School Grad. or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 10, s.2013 - Cat II)		Engineering Office (Repair and Technical Services Division)
34	Metal Worker I	7.53.MTW1-54-2006	4	P14,400.00	Elementary School Graduate	None required	None required	Metal Worker (MC 10, s.2013 - Cat II)		Engineering Office (Repair and Technical Services Division)
35	Administrative Aide III (Util. Worker II)	7.51.ADA3-56-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
36	Administrative Aide III (Utility Worker II)	7.51.ADA3-63-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
37	Administrative Aide III (Utility Worker II)	7.51.ADA3-68-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
38	Administrative Aide III (Utility Worker II)	7.51.ADA3-78-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
39	Administrative Aide III (Utility Worker II)	7.51.ADA3-82-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
40	Administrative Aide III (Utility Worker II)	7.52.ADA3-92-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
41	Administrative Aide III (Utility Worker II)	7.52.ADA3-106-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)

42	Administrative Aide III (Utility Worker II)	7.52.ADA3-111-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General Services Division)
43	Administrative Aide III (Utility Worker II)	7.52.ADA3-119-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Infrastructure and Grounds General 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 18 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 DOCUMENTS SHALL NOT BE ENTERTAINED.