

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: 9 September 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 VI	7.11.PSO6-32- 2006	24	P86,742.00	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hrs. of supervisory/ management training/learning and development intervention	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office (Budget Management Division)
2	Presidential Staff Officer III	7.12.PSO3-3- 2020	16	P36,628.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office (Accounting Division)
3	Presidential Staff Officer III	7.12.PSO3-4- 2020	16	P36,628.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office (Accounting Division)
4	Presidential Staff Officer III	7.12.PSO3-5- 2020	16	P36,628.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office (Accounting Division)
5	Presidential Staff Officer III	7.12.PSO3-48- 2006	16	P36,628.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office (Accounting Division)
6	Presidential Staff Officer I	7.12.PSO1-38- 2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office (Accounting Division)
7	Presidential Staff Officer I	7.12.PSO1-42- 2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office (Accounting Division)

8	Presidential Staff Officer I	7.15.PSO1-43-2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office (Cashiering Division)
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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 23 September 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](http://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 and Diploma
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**  


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 Director IV, HRMO  


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 Rm. 229 Mabini Hall, J.P. Laurel St.,  


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[careers@op-proper.gov.ph](mailto: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.**