

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: 23 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	Engineer IV	7.62.ENG4-17-2020	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	N/A	Malacañang Motor Pool Office (Maintenance and Transport Division)
2	Mechanical Shop General Foreman	7.62.MSGF-76-2006	13	P28,276.00	High School Grad. or Completion of relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Mechanic (MC 11, s.96 - Cat I)	N/A	Malacañang Motor Pool Office (Maintenance and Transport Division)
3	Senior Administrative Assistant I (Buyer V)	7.62.SADAS1-72-2006	13	P28,276.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CS-Subprofessional	N/A	Malacañang Motor Pool Office (Maintenance and Transport Division)
4	Warehouseman IV	7.61.WH4-73-2006	13	P28,276.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	CS-Subprofessional	N/A	Malacañang Motor Pool Office (Supply and Garage Division)
5	Presidential Staff Assistant	7.60.PRSA-7-2020	10	P21,205.00	Completion of two years studies in college	None required	None required	CS-Subprofessional	N/A	Malacañang Motor Pool Office (Internal Administrative Support and Information Section)
6	Administrative Assistant I (Chauffeur III)	7.62.ADAS1-96-2006	7	P17,179.00	Elementary School Graduate	None required	None required	Driver License (MC 10, s.2013 - Cat IV)	N/A	Malacañang Motor Pool Office (Maintenance and Transport Division)

7	Administrative Assistant I (Chauffeur III)	7.62.ADAS1-98-2006	7	P17,179.00	Elementary School Graduate	None required	None required	Driver License (MC 10, s.2013 - Cat IV)	N/A	Malacañang Motor Pool Office (Maintenance and Transport Division)
8	Administrative Assistant I (Chauffeur III)	7.62.ADAS1-99-2006	7	P17,179.00	Elementary School Graduate	None required	None required	Driver License (MC 10, s.2013 - Cat IV)	N/A	Malacañang Motor Pool Office (Maintenance and Transport Division)
9	Labor Foreman	7.61.LAFOR-83-2006	6	P16,200.00	High School Graduate	None required	None required	None required (MC 11, s.96- Cat III)	N/A	Malacañang Motor Pool Office (Supply and Garage Division)
10	Administrative Aide IV (Driver II)	7.62.ADA4-55-2006	4	P14,400.00	Elementary School Graduate	None required	None required	Driver License (MC 10, s.2013 - Cat IV)	N/A	Malacañang Motor Pool Office (Maintenance and Transport 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 7 October 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.
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](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.**