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

Date of Publication

SEP 28 2021

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9/28

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:

CSC - FO Office of the President

Andrea Maila A. Ordañez
ANDREA MAILA A. ORDAÑEZ

HRMO

Date: 28 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 III	7.32.PSO3-61-2006	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	Assets Management Office (Contract Implementation and Monitoring Division)
2	Presidential Staff Officer III	7.32.PSO3-63-2006	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	Assets Management Office (Contract Implementation and Monitoring Division)
3	Presidential Staff Officer III	7.33.PSO3-64-2006	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	Assets Management Office (Supply and Property Management Division)
4	Presidential Staff Officer II	7.33.PSO2-67-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Assets Management Office (Supply and Property Management Division)
5	Presidential Staff Officer I	7.32.PSO1-44-2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Assets Management Office (Contract Implementation and Monitoring Division)
6	Presidential Staff Officer I	7.32.PSO1-47-2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Assets Management Office (Contract Implementation and Monitoring Division)

7	Administrative Aide IV (Buyer I)	7.33.ADA4-43-2006	4	P14,400.00	Completion of two yrs. studies in college	None required	None required	Career Service Subprofessional	N/A	Assets Management Office (Supply and Property Management 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 12 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; 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.