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

To: CIVIL SERVICE COMMISSION (CSC)

SC - 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: 26 October 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	Director III	7.40.DIR3-26- 2006	27	P126,267.00	Relevant Master's Degree, preferably relevant Doctorate Degree, if not LLB or JD	Relevant technical training	At least 4 years of relevant technical experience in court proceedings, information technology, and handling of cases and records	RA 1080 (relevant fields)	N/A	Malacañang Records Office

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 9 November 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 DOCUMENTS SHALL NOT BE ENTERTAINED.**