

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

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must be in MS Excel format

Date of Publication
A. Ordañez
NOV 17 2021

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

A. Ordañez
ANDREA MAILA A. ORDAÑEZ
HRMO

Date: 17 November 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 II	7.53.PSO2-16-2006	13	P28,276.00	Bachelor's degree	None required	None required	CS Professional/ Second Level Eligibility		Engineering Office (Repair and Technical Services Division)
2	Heavy Equipment Operator III	7.53.HEO3-73-2006	9	P19,593.00	High School Graduate or Completion of relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Heavy Equipment Operator (MC 10, s.2013 - Cat II)		Engineering Office (Repair and Technical Services Division)
3	Administrative Aide VI (Storekeeper II)	7.53.ADA6-62-2006	6	P16,200.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Engineering Office (Repair and Technical Services Division)
4	Administrative Aide VI (Utility Foreman)	7.51.ADA6-52-2006	6	P16,200.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
5	Construction and Maintenance Capataz	7.51.CMCZ-58-2006	5	P15,275.00	Elementary School Graduate	None required	None required	None Required (MC 10, s.2013 - Cat III)		Engineering Office (Facilities Maintenance Division)
6	Painter II	7.53.P2-75-2006	5	P15,275.00	Elementary School Graduate	None required	None required	Painter (MC 10, s.2013 - Cat II)		Engineering Office (Repair and Technical Services Division)
7	Electrician I	7.51.ELEC1-63-2006	4	P14,400.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) (MC 10, s.2013 - Cat II)		Engineering Office (Facilities Maintenance Division)

8	Electrician I	7.51.ELEC1-74-2006	4	P14,400.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) (MC 10, s.2013 - Cat II)		Engineering Office (Facilities Maintenance Division)
9	Electrician I	7.51.ELEC1-79-2006	4	P14,400.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Electrician (Bldg. Wiring) (-250 volts) (MC 10, s.2013 - Cat II)		Engineering Office (Facilities Maintenance Division)
10	Administrative Aide IV (Storekeeper I)	7.53.ADA4-52-2006	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)
11	Administrative Aide III (Utility Worker II)	7.51.ADA3-55-2006	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)
12	Administrative Aide III (Utility Worker II)	7.51.ADA3-69-2006	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)
13	Administrative Aide III (Utility Worker II)	7.51.ADA3-70-2006	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)
14	Administrative Aide III (Utility Worker II)	7.51.ADA3-79-2006	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)
15	Administrative Aide III (Utility Worker II)	7.51.ADA3-85-2006	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)
16	Administrative Aide III (Utility Worker II)	7.51.ADA3-87-2006	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)
17	Administrative Aide III (Utility Worker II)	7.52.ADA3-115-2006	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)
18	Administrative Aide III (Utility Worker II)	7.52.ADA3-137-2006	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)
19	Administrative Aide III (Utility Worker II)	7.52.ADA3-141-2006	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)

20	Administrative Aide III (Utility Worker II)	7.52.ADA3-145-2006	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)
21	Administrative Aide III (Utility Worker II)	7.53.ADA3-158-2006	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 (Repair and Technical 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 27 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; 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 Diploma and 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.