

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

Date of Publication

DEC 13 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**

**ANDREA MAILA A. ORDAÑEZ**  
HRMO

Date: December 13, 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	Information Technology Officer I	7.71.ITO1-33-2006	19	P48,313.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office - Telecommunication and Network Division
2	Presidential Staff Officer IV	7.7.PSO4-7-2020	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office - Internal Administrative Support and Information Section
3	Computer Programmer III	7.73.COMPRO 3-15-2020	18	P43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office - Systems and Application Development Division
4	Computer Programmer III	7.73.COMPRO 3-16-2020	18	P43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Information and Communications Technology Office - Systems and Application Development Division
5	Presidential Staff Officer III	3.3.PSO3-10-2020	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Procurement Management Service

6	Presidential Staff Officer II	3.3.PSO2-3-2020	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Procurement Management Service
7	Presidential Staff Assistant	3.3.PRSA-5-2020	10	P21,205.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility	N/A	Procurement Management Service
8	Presidential Staff Officer V	7.11.PSO5-54-2006	22	P68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Budget Management Division
9	Presidential Staff Officer IV	7.1.PSO4-55-2006	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Internal Administration and Information Section
10	Presidential Staff Officer IV	7.15.PSO4-63-2006	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Cashiering Division
11	Presidential Staff Officer III	7.11.PSO3-43-2006	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Budget Management Division
12	Presidential Staff Officer III	7.12.PSO3-5-2020	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Accounting Division
13	Presidential Staff Officer III	7.12.PSO3-6-2020	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Accounting Division
14	Presidential Staff Officer III	7.12.PSO3-48-2006	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Accounting Division
15	Presidential Staff Officer II	7.11.PSO2-55-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Budget Management Division
16	Presidential Staff Officer II	7.12.PSO2-45-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Accounting Division
17	Presidential Staff Officer II	7.12.PSO2-46-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Accounting Division

18	Presidential Staff Officer II	7.12.PSO2-51-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Accounting Division
19	Presidential Staff Officer II	7.12.PSO2-52-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Finance Office - Accounting Division
20	Presidential Staff Assistant	7.12.PRSA-14-2020	10	P21,205.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/1 <sup>st</sup> Level Eligibility	N/A	Finance Office - Accounting Division
21	Presidential Staff Assistant	7.15.PRSA-90-2006	10	P21,205.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/1 <sup>st</sup> Level Eligibility	N/A	Finance Office - Cashiering Division
22	Presidential Staff Officer V	7.42.PSO5-60-2006	22	P68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Documented Information Division
23	Presidential Staff Officer IV	7.4.PSO4-12-2020	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Internal Administrative Support and Information Section
24	Presidential Staff Officer IV	7.41.PSO4-71-2006	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Communications Division
25	Presidential Staff Officer IV	7.42.PSO4-11-2020	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Documented Information Division
26	Presidential Staff Officer III	7.41.PSO3-66-2006	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Communications Division
27	Presidential Staff Officer III	7.43.PSO3-13-2020	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Archives Division
28	Presidential Staff Officer II	7.42.PSO2-69-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Documented Information Division

29	Presidential Staff Officer II	7.43.PSO2-9-2020	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Archives Division
30	Presidential Staff Officer I	7.42.PSO1-48-2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Documented Information Divison
31	Presidential Staff Officer I	7.42.PSO1-49-2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Malacañang Records Office - Documented Information Divison
32	Administrative Assistant I (Computer Operator I)	7.41.ADA5-95-2006	7	P17,179.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility/ Data Encoder (MC 11, s. 96 - Cat. 1)	N/A	Malacañang Records Office - Communications Divison
33	Administrative Aide VI (Clerk III)	7.41.ADA6-41-2006	6	P16,200.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility	N/A	Malacañang Records Office - Communications Divison
34	Administrative Aide VI (Clerk III)	7.41.ADA6-42-2006	6	P16,200.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility	N/A	Malacañang Records Office - Communications Divison
35	Administrative Aide VI (Clerk III)	7.41.ADA6-47-2006	6	P16,200.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility	N/A	Malacañang Records Office - Communications Divison
36	Administrative Aide VI (Clerk III)	7.42.ADA6-45-2006	6	P16,200.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility	N/A	Malacañang Records Office - Documented Information Divison
37	Administrative Aide VI (Clerk III)	7.42.ADA6-46-2006	6	P16,200.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility	N/A	Malacañang Records Office - Documented Information Divison
38	Administrative Aide IV (Clerk II)	7.42.ADA4-48-2006	4	P14,400.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility	N/A	Malacañang Records Office - Documented Information Divison
39	Administrative Aide III (Utility Worker II)	7.41.ADA3-48-2006	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Malacañang Records Office - Communications Divison

40	Administrative Aide II (Messenger)	7.41.ADA2-50-2006	2	P12,790.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	Malacañang Records Office - Communications 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 to the address below not later than December 23, 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). The PDS must be subscribed and sworn to before a notary public;
2. Performance rating **for the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Diploma and Transcript of Records; and
5. Photocopy of Training Certificate/s (if applicable)

**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.**

**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.,  
San Miguel, Manila

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.**