

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:

*enich*  
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	Presidential Staff Officer II	7.32.PSO2-64- 2020	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Assets Management Office - Contract Implementation and Monitoring Division
2	Presidential Staff Officer II	7.32.PSO2-65- 2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Assets Management Office - Contract Implementation and Monitoring Division
3	Presidential Staff Officer II	7.33.PSO2-68- 2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Assets Management Office - Supply and Property Management Division
4	Presidential Staff Officer I	7.33.PSO1-46- 2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Assets Management Office - Supply and Property Management Division
5	Administrative Aide IV (Buyer I)	7.33.ADA4-43- 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	Assets Management Office - Supply and Property Management Division
6	Presidential Staff Officer VI	9.14.PSO6-55- 2006	24	P86,742.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	General Government Administration Office - Technical Support Services Division

7	Presidential Staff Officer IV	9.14.PSO4-99-2006	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	General Government Administration Office - Technical Support Services Division
8	Presidential Staff Officer III	9.14.PSO3-102-2006	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	General Government Administration Office - Technical Support Services Division
9	Presidential Staff Officer II	9.13.PSO2-75-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	General Government Administration Office - General Administration Division
10	Presidential Staff Officer I	9.12.PSO1-53-2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	General Government Administration Office - Performance Monitoring Division

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.**