

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

Date of Publication

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~~DEC 06 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 6, 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	7.21.PSO3-17-2020	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	Human Resource Management Office - Human Resource Actions Division
2	Presidential Staff Officer III	7.22.PSO3-53-2006	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	Human Resource Management Office - Human Resource Welfare and Benefits Division
3	Presidential Staff Officer III	7.22.PSO3-54-2006	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	Human Resource Management Office - Human Resource Welfare and Benefits Division
4	Presidential Staff Officer III	7.23.PSO3-56-2006	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	Human Resource Management Office - Human Resource Development and Information Management Division
5	Presidential Staff Officer III	7.23.PSO3-58-2006	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	Human Resource Management Office - Human Resource Development and Information Management Division

6	Presidential Staff Officer II	7.21.PSO2-60-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Actions Division
7	Presidential Staff Officer II	7.23.PSO2-56-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Development and Information Management Division
8	Presidential Staff Officer II	7.23.PSO2-57-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Development and Information Management Division
9	Administrative Assistant VI (Computer Operator III)	7.21.ADAS6-59-2006	12	P26,052.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service Subprofessional/1st Level Eligibility	N/A	Human Resource Management Office - Human Resource Actions Division
10	Presidential Staff Officer I	7.22.PSO1-41-2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Welfare and Benefits Division
11	Presidential Staff Officer I	7.23.PSO1-40-2006	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Development and Information Management Division
12	Presidential Staff Officer I	7.23.PSO1-11-2020	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Human Resource Management Office - Human Resource Development and Information Management Division
13	Internal Auditor IV	6.20.IAUD4-73-2006	22	P68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office - Operations Audit Division
14	Internal Auditor IV	6.30.IAUD4-74-2006	22	P68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office - Review and Compliance Division

15	Internal Auditor III	6.10.IAUD3-74-2006	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 nd Level Eligibility	N/A	Internal Audit Office - Financial Audit Division
16	Internal Auditor III	6.30.IAUD3-77-2006	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 nd Level Eligibility	N/A	Internal Audit Office - Review and Compliance Division
17	Internal Auditor II	6.10.IAUD2-76-2006	15	P33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office - Financial Audit Division
18	Internal Auditor II	6.20.IAUD2-77-2006	15	P33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office - Operations Audit Division
19	Internal Auditor II	6.20.IAUD2-78-2006	15	P33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office - Operations Audit Division
20	Internal Auditor II	6.30.IAUD2-80-2006	15	P33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Internal Audit Office - Review and Compliance 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 16, 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. 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.,
careers@op-proper.gov.ph

- APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.