

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

DEC 24 2021
HFO

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 24, 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 IV	9.1500.DIR4-3-2021	28	P142,683.00	Relevant post-graduate degree, preferably Juris Doctor or LLB	Technical knowledge and training on: (i) the conduct of Complete Staff Work pursuant to Memorandum Circular No. 72 (s. 2019); (ii) relevant laws, rules and regulations (e.g., 1987 Constitution of the Philippines, Administrative Code of 1987, etc); or (iii) governance and public administration, including the conduct of inter-agency coordination	At least 3 years of relevant technical and supervisory experience, specifically, in the review and preparation of Presidential issuances, policy papers or other action documents, with at least 2 years of experience in the conduct of Complete Staff Work, including inter-agency coordination	Career Service (Professional), preferably RA 1080 (Lawyer)	N/A	Office of the Deputy Executive Secretary for General Administration - Technical Service Office
2	Director III	9.1501.DIR3-3-2021	27	P126,267.00	Relevant post-graduate degree, preferably Juris Doctor or LLB	Relevant technical training	At least 2 years of relevant technical and supervisory experience, specifically, in the review and preparation of Presidential issuances, with at least 1 year of experience in the conduct of Complete Staff Work, including inter-agency coordination	Career Service (Professional), preferably RA 1080 (Lawyer)	N/A	Office of the Deputy Executive Secretary for General Administration - Presidential Issuances Service

3	Director III	9.1502.DIR3-4-2021	27	P126,267.00	Relevant post-graduate degree, preferably Juris Doctor or LLB	Relevant technical training	At least 2 years of relevant technical and supervisory experience, specifically, in the review and preparation of policy papers or other action documents, with at least 1 year of experience in the conduct of Complete Staff Work, including inter-agency coordination	Career Service (Professional), preferably RA 1080 (Lawyer)	N/A	Office of the Deputy Executive Secretary for General Administration - Strategic Support and Special Concerns Service
4	Director III	9.1503.DIR3-5-2021	27	P126,267.00	Relevant post-graduate degree, preferably Juris Doctor or LLB	Relevant technical training	At least 2 years of relevant technical and supervisory experience, specifically, in the review and preparation of policy papers or other action documents, with at least 1 year of experience in the conduct of Complete Staff Work, including inter-agency coordination	Career Service (Professional), preferably RA 1080 (Lawyer)	N/A	Office of the Deputy Executive Secretary for General Administration - Governance Concerns Service

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 January 3, 2022.

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.,
San Miguel, Manila

careers@op-proper.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.