

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

DEC 02 2021

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FO Office of the President

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:

ANDREA MAILA A. ORDAÑEZ

HRMO

Date: December 2, 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 VI	7.011.PSO6- 14-1998	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 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration - Development and Governance Division
2	Presidential Staff Officer IV	7.011.PSO4- 18-1998	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration - Development and Governance Division
3	Presidential Staff Officer III	7.013.PSO3-8- 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	Office of the Deputy Executive Secretary for Finance and Administration - Planning and Monitoring Division
4	Presidential Staff Officer II	7.011.PSO2- 16-1998	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration - Development and Governance Division

5	Presidential Staff Officer II	7.012.PSO2-73-2006	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration - Fiscal and Management Division
6	Presidential Staff Officer I	7.011.PSO1-5-1998	11	P23,877.00	Bachelor's degree	None required	None required	Career Service Professional/2 nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for Finance and Administration - Development and Governance 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 12, 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)

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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.

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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.