CS Form No. 9
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Republic of the Philippines
OFFICE OF THE PRESIDENT
Request for Publication of Vacant Positions

Date of Publication
DEC 16 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:

ANDREA MAILA A. ORDANEZ FO Office of the President
HRMO

Date: December 16, 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	Attorney V	9.1501.ATY5-4-2021	25	P98,886.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Attorney)	N/A	Office of the Deputy Executive Secretary for General Administration - Presidential Issuances Service
2	Attorney V	9.1502.ATY5-5-2021	25	P98,886.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Attorney)	N/A	Office of the Deputy Executive Secretary for General Administration - Strategic Support and Special Concerns Service
3	Attorney V	9.1503.ATY5-6-2021	25	P98,886.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Attorney)	N/A	Office of the Deputy Executive Secretary for General Administration - Governance Concerns Service
4	Attorney IV	9.1501.ATY4-5-2021	23	P76,907.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Attorney)	N/A	Office of the Deputy Executive Secretary for General Administration - Presidential Issuances Service
5	Attorney IV	9.1501.ATY4-6-2021	23	P76,907.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Attorney)	N/A	Office of the Deputy Executive Secretary for General Administration - Presidential Issuances Service

6	Attorney IV	9.1502.ATY4-7-2021	23	P76,907.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Attorney)	N/A	Office of the Deputy Executive Secretary for General Administration - Strategic Support and Special Concerns Service
7	Presidential Staff Officer V	9.1501.PSO5-6-2021	22	P68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Presidential Issuances Service
8	Presidential Staff Officer V	9.1502.PSO5-7-2021	22	P68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Strategic Support and Special Concerns Service
9	Presidential Staff Officer V	9.1503.PSO5-8-2021	22	P68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Governance Concerns Service
10	Presidential Staff Officer IV	9.1501.PSO4-7-2021	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Presidential Issuances Service
11	Presidential Staff Officer IV	9.1501.PSO4-8-2021	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Presidential Issuances Service
12	Presidential Staff Officer IV	9.1501.PSO4-9-2021	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Presidential Issuances Service
13	Presidential Staff Officer IV	9.1502.PSO4-10-2021	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Strategic Support and Special Concerns Service
14	Presidential Staff Officer IV	9.1503.PSO4-11-2021	19	P48,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Governance Concerns Service

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15	Presidential Staff Officer III	9.1502.PSO3-11-2021	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Strategic Support and Special Concerns Service
16	Presidential Staff Officer III	9.1503.PSO3-12-2021	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Governance Concerns Service
17	Presidential Staff Officer III	9.1503.PSO3-13-2021	16	P36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration - Governance Concerns Service
18	Presidential Staff Officer II	9.1503.PSO2-14-2021	13	P28,276.00	Bachelor's degree	None required	None required	Career Service Professional/ 2nd Level Eligibility	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 December 26, 2021.

1. Two (2) sets of fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and work expeience 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 discrimate 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.