

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

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. ORDAÑEZ
HRMO

Date: January 24, 2022

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 III	7.50.DIR3-27- 2006	27	P128,696.00	Engineering or Architecture Degree, preferably with relevant Master's and/or Doctorate Degree	Relevant technical training	At least 2 years of relevant technical experience in programs, projects and activities in the areas of civil, electrical, and mechanical engineering, as well as in the areas of architecture and related technical preparations	Career Service (Professional), preferably RA 1080 (Engineer [related fields] or Architect)	N/A	Engineering Office

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 February 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.