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Date of Publication

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

[Signature]
FEB 18 2022

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

[Signature]
ANDREA MAILA A. ORDAÑEZ
HRMO

Date: 18 February 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	8.DIR3-2-2022	27	P128,696.00	Bachelor of Laws	Relevant technical training, MCLE	At least 3 years of relevant technical experience	RA 1080 (lawyer)	N/A	Office of the Deputy Executive Secretary for Legal Affairs (ODESLA)
2	Director III	8.DIR3-3-2022	27	P128,696.00	Bachelor of Laws	Relevant technical training, MCLE	At least 3 years of relevant technical experience	RA 1080 (lawyer)	N/A	ODESLA

Interested and qualified applicants should signify their interest in writing, attach the following documents to the application letter, and send said documents to the address below not later than 28 February 2022.

- 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; PDS must be subscribed and sworn to before a notary public;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- Photocopy of Training Certificate/s (if applicable)

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

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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.