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

*Q. Man*  
165  
JAN 28 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

*Ab*  
**ANDREA MAILA A. ORDAÑEZ**  
HRMO *xx*

Date: 28 January 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	Attorney VI	8.1.ATY6-32-2006	26	P113,891.00	Bachelor of Laws	36 hours of MCLE and 16 hours of supervisory/management training/learning and development intervention	4 years in the practice of law, 1 year of which involves supervision/management	RA 1080 (Attorney)	N/A	Legislative Office
2	Attorney VI	8.2.ATY6-36-2006	26	P113,891.00	Bachelor of Laws	36 hours of MCLE and 16 hours of supervisory/management training/learning and development intervention	4 years in the practice of law, 1 year of which involves supervision/management	RA 1080 (Attorney)	N/A	Legal Office
3	Attorney VI	8.2.ATY6-41-2006	26	P113,891.00	Bachelor of Laws	36 hours of MCLE and 16 hours of supervisory/management training/learning and development intervention	4 years in the practice of law, 1 year of which involves supervision/management	RA 1080 (Attorney)	N/A	Legal Office

4	Attorney VI	8.2.ATY6-42-2006	26	P113,891.00	Bachelor of Laws	36 hours of MCLE and 16 hours of supervisory/ management training/learning and development intervention	4 years in the practice of law, 1 year of which involves supervision/ management	RA 1080 (Attorney)	N/A	Legal Office
5	Presidential Staff Officer IV	8.1.PSO4-77-2006	19	P49,835.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Legislative Office
6	Presidential Staff Officer III	8.2.PSO3-77-2006	16	P38,150.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2 <sup>nd</sup> Level Eligibility	N/A	Legal Office

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 7 February 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/](http://www.csc.gov.ph/); PDS must be subscribed and sworn to before a notary public;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. 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](mailto: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 DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.**