

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

Date of Publication  
*[Signature]*

**MAR 03 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:

*[Signature]*  
**ANDREA MAILA A. ORDANEZ** CSC FO Office of the President  
**HRMO**

Date: March 3, 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	Presidential Staff Officer II	9.1503.PSO2- 14-2021	13	P29,798.00	Bachelor's Degree	None required	None required	Career Service Professional/2nd Level Eligibility	N/A	Office of the Deputy Executive Secretary for General Administration

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 March 13, 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](http://www.csc.gov.ph). The PDS must be subscribed and sworn to before a notary public;
- Performance rating for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of Diploma and Transcript of Records; and
- 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](mailto:careers@op-proper.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.**