



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

PCOO BULLETIN
02 September 2021

PUBLICATION OF AVAILABLE PLANTILLA POSITIONS

We would like to announce the publication of **thirty (30)** vacant plantilla positions. Please see the attached **Civil Service (CS) Form No. 9** (Publication of Vacant Positions).

Interested and qualified applicants must signify their interest in writing together with the following requirements:

1. 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 in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records & Diploma; and
5. Photocopy of Training Certificate/s (if applicable).

Complete application documents must be sent to recruitment@pco.gov.ph or at the Personnel Section, 7th Floor., Times Plaza Bldg., U.N. Ave., Ermita, City of Manila not later than **25 September 2021**.


ATTY. TRISTAN E. DE GUZMAN
Director for Administration and Finance

Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
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 PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE in the CSC website:


ATTY. KRISTIAN R. ABLAN, CESO II
UNDERSECRETARY

Date: September 01, 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	Information Technology Officer II	PROPB-ITO2-6-2021	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Information and Communications Technology Division (ICTD)
2	Information Technology Officer I	PROPB-ITO1-7-2021	19	48,313.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Information and Communications Technology Division (ICTD)
3	Information Systems Analyst III	PROPB-INFOSA3-8-2021	19	46,313.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Information and Communications Technology Division (ICTD)
4	Computer Maintenance Technologist II	PROPB-CTMT2-9-2021	15	33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Information and Communications Technology Division (ICTD)
5	Information Systems Analyst I	PROPB-INFOSA1-10-2021	12	26,052.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Information and Communications Technology Division (ICTD)
6	Computer Maintenance Technologist I	PROPB-CTMT1-11-2021	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Information and Communications Technology Division (ICTD)

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 September 25, 2021

1. 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 in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records & Diploma; and
5. Photocopy of Training Certificate/s (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. TARA C. RAMA

Chief Administrative Officer, General Services Division

Officer-In-Charge, Personnel Section

7th floor Times Plaza Building, United Nations Avenue, Ermita City, Manila

recruitment@pco.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
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 PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE in the CSC website:


ATTY. KRISTIAN R. ABLAN, CESO II
UNDERSECRETARY

Date: September 01, 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	Accountant III	PROPB-A3-2-2021	19	48,313.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)		Accounting Division
2	Accountant II	PROPB-A2-1-2021	16	36,628.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)		Accounting Division
3	Accountant I	PROPB-A1-3-2021	12	26,052.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Accounting Division
4	Administrative Assistant III (Senior Bookkeeper)	PROPB-ADAS3-4-2021	9	19,593.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Accounting Division
5	Administrative Assistant III (Senior Bookkeeper)	PROPB-ADAS3-5-2021	9	19,593.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Accounting Division

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 September 25, 2021

1. 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 in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records & Diploma; and
5. Photocopy of Training Certificate/s (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. TARA C. RAMA

Chief Administrative Officer, General Services Division

Officer-In-Charge, Personnel Section

7th floor Times Plaza Building, United Nations Avenue, Ermita City, Manila


recruitment@pco.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
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 PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE in the CSC website:



ATTY. KRISTIAN R. ABLAN, CESO II
UNDERSECRETARY

Date: September 01, 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	Administrative Officer V (Budget Officer III)	PROPB-ADOF5-4-2021	18	43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Budget Division
2	Administrative Officer IV (Budget Officer II)	PROPB-ADOF4-5-2021	15	33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Budget Division
3	Administrative Officer IV (Budget Officer II)	PROPB-ADOF4-6-2021	15	33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Budget Division
4	Administrative Officer II (Budget Officer I)	PROPB-ADOF2-7-2021	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Budget Division
5	Administrative Officer II (Budget Officer I)	PROPB-ADOF2-8-2021	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Budget Division

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 September 25, 2021

1. 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 in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records & Diploma; and
5. Photocopy of Training Certificate/s (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. TARA C. RAMA

Chief Administrative Officer, General Services Division
Officer-In-Charge, Personnel Section

7th floor Times Plaza Building, United Nations Avenue, Ermita City, Manila

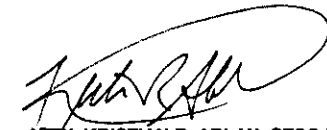
recruitment@pco.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
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 PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE in the CSC website:



ATTY. KRISTIAN R. ABLAN, CESO II
UNDERSECRETARY

Date: September 01, 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	Administrative Officer IV (Fiscal Examiner II)	PROPB-ADOF4-16-2005	15	33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Cash Section, General Services Division
2	Administrative Officer IV	PROPB-ADOF4-17-2005	15	33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		General Services Division
3	Administrative Aide VI (Utility Foreman)	PROPB-ADA6-10-2005	6	16,200.00	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)		Office of the Secretary
4	Administrative Aide VI (Utility Foreman)	PROPB-ADA6-11-2005	6	16,200.00	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)		Office of the Secretary
5	Administrative Aide VI (Utility Foreman)	PROPB-ADA6-12-2005	6	16,200.00	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)		Office of the Secretary
6	Administrative Aide VI (Utility Foreman)	PROPB-ADA6-13-2005	6	16,200.00	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)		Office of the Secretary
7	Administrative Aide V (Chauffeur I)	PROPB-ADA5-30-2005	5	15,275.00	None required	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)		General Services Division
8	Administrative Aide IV (Cash Clerk I)	PROPB-ADA4-11-2005	4	14,400.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility		Cash Section, General Services Division

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 September 25, 2021

1. 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 in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records & Diploma; and
5. Photocopy of Training Certificate/s (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. TARA C. RAMA

Chief Administrative Officer, General Services Division
Officer-in-Charge, Personnel Section

7th floor Times Plaza Building, United Nations Avenue, Ermita City, Manila
recruitment@pco.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
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 PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE in the CSC website:



ATTY. KRISTIAN R. ABLAN, CESO II
UNDERSECRETARY

Date: September 01, 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	PROPB-ATY5-1-2021	25	98,886.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Bar)		Legal Division
2	Attorney IV	PROPB-ATY4-3-2021	23	76,907.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)		Legal Division
3	Attorney III	PROPB-ATY3-2-2021	21	60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)		Legal Division
4	Attorney III	PROPB-ATY3-3-2021	21	60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)		Legal Division
5	Legal Assistant II	PROPB-LEA2-5-2021	12	26,052.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/ Second Level Eligibility		Legal Division
6	Legal Assistant I	PROPB-LEA1-4-2021	10	21,205.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional/ Second Level Eligibility		Legal Division

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 September 25, 2021

1. 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 in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records & Diploma; and
5. Photocopy of Training Certificate/s (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. TARA C. RAMA
Chief Administrative Officer, General Services Division
Officer-In-Charge, Personnel Section
7th floor Times Plaza Building, United Nations Avenue, Ermita City, Manila
recruitment@psc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.