

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: October 28, 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	
1	Chief Administrative Officer (HRMO V)	CADOF-2-2021	24	86,742.00	Master's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level eligibility	Human Resource Development Division
2	Supervising Administrative Officer (HRMO IV)	SADOF-4-2021	22	68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Human Resource Development 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 November 10, 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
7th floor Times Plaza Bldg. U.N. Ave., Ermita, City of Manila
general-services@psc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Date: October 28, 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	Supervising Administrative Officer	SADOF-3-2021	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		General Services Division
2	Photographer IV	PHOTO4-4-2021	12	26,052.00	High school graduate or completion of relevant vocational trade course	24 hours of relevant training	4 years of relevant experience	Photographer (MC 11, s. 1996 - Cat. II)		Office of the Secretary
3	Photographer III	PHOTO3-3-2021	10	21,205.00	High school graduate or completion of relevant vocational trade course	8 hours of relevant training	2 years of relevant experience	Photographer (MC 11, s. 1996 - Cat. II)		Office of the Secretary
4	Administrative Officer I (Records Officer I)	ADOF1-1-2021	10	21,205.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		General Services Division (Records Management Office)
5	Administrative Officer I (Cashier I)	ADOF1-2-2021	10	21,205.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		General Services Division (Cash Section)
6	Administrative Officer I (Supply Officer I)	ADOF1-3-2021	10	21,205.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		General Services Division (Property and Supply Section)
7	Administrative Aide VI (Motorpool Dispatcher)	ADA6-2-2021	6	16,200.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		General Services Division (Motorpool Section)
8	Administrative Aide VI (Utility Foreman)	ADA6-3-2021	6	16,200.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		General Services Division (Maintenance Section)

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

CINDY K. SAN PEDRO
Administrative Officer V (HRMO III)
7th floor Times Plaza Bldg, U.N. Ave., Ermita, City of Manila
recruitment@pco.gov.ph

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