

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: November 24, 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   | Executive News Editor                               | PROPB-EXNE-1-1998  | 24                     | 86,742.00      | Masteral degree OR Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management training/learning and development intervention | 4 years of supervisory/management experience | Career Service (Professional)<br>Second Level Eligibility |                            | Office of the Secretary |
| 2   |   |                    |                        |                |  |   |  |   |                            |                         |
| 3   |   |                    |                        |                |  |   |  |   |                            |                         |

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 December 6, 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](http://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:

**CINDY K. SAN PEDRO**  
Administrative Officer V (HRMO III)  
7th Flr. Times Plaza Bldg., U.N. Ave., Ermita, Manila  
[recruitment@pco.gov.ph](mailto:recruitment@pco.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**