

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. MICHEL KRISTIAN R. ABLAN**  
Undersecretary

Date: December 2, 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 (HRMO II)	PROPB-ADOF4-7-2021	15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Human Resource Development Division (HRDD)
2	Administrative Officer II (HRMO I)	PROPB-ADOF2-9-2021	11	23,877.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Human Resource Development Division (HRDD)

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 15, 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:

**ATTY. TARA C. RAMA**

Chief Administrative Officer, General Services Division

7th Flr. Times Plaza Bldg., U.N. Ave., Ermita, Manila

[tara.rama@pco.gov.ph](mailto:tara.rama@pco.gov.ph)

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