

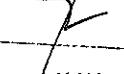
Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

CSFO-OP
Malacbang, Manila
RECEIVED

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:

By: 
Date: 31 MAY 2023

(Sgd.) **CHERBETT KAREN L. MARALIT**
Undersecretary

Date: May 31, 2023

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	Chief Administrative Officer	PROP-B-CADOF-13-2005	24	90,780.00	Master's degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	N/A	General Services Division
2	Supervising Administrative Officer	PROP-B-SADOF-3-2021	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	General Services Division
3	Administrative Officer IV (HRMO II)	PROP-B-ADOF4-18-2005	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Human Resource Development Division
4	Administrative Officer IV (HRMO II)	PROP-B-ADOF4-7-2021	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Human Resource Development Division
5	Computer Maintenance Technologist II	PROP-B-CTMT2-9-2021	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Information and Communication Technology Division
6	Computer Maintenance Technologist I	PROP-B-CTMT1-11-2021	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	Information and Communication Technology Division
7	Planning Officer V	PROP-B-PLO5-1-1998	24	90,780.00	Master's degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	N/A	Media Research and Development Staff
8	Planning Officer II	PROP-B-PLO2-2-1998	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Media Research and Development Staff
9	Planning Officer I	PROP-B-PLO1-2-1998	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	Media Research and Development Staff
10	Executive News Editor	PROP-B-EXNE-1-1998	24	90,780.00	Master's degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	N/A	Office of the Secretary

11	Public Relations Officer II	PROP-B-PRO2-1-1998	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Office of the Secretary
12	Chief Administrative Officer	PROP-B-CADOF-1-2021	24	90,780.00	Master's degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	N/A	Procurement Division
13	Supervising Administrative Officer	PROP-B-SADOF-2-2021	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Procurement Division
14	Administrative Officer V	PROP-B-ADOF5-3-2021	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Procurement 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 June 13, 2023.

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:

ROCHELLE I. RUBENECIA
 Chief Administrative Officer (HRMO V)
 7th Flr. Times Plaza Bldg., U.N. Ave., Ermita, Manila
recruitment@pco.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Note:

PCO encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities irrespective of sexual orientation and gender identities, to apply.