

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

Date of Publication: 26 JAN 2024  
 Electronic copy to be submitted to the CSC FC must be in MS Excel format  
**GLADYS GRACE B. RIVERA**

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:

CSC - FC Office of the President

**CHERBETT KAREN L. MARALIT**

Undersecretary

Date: January 26 2024

| 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 III  | PROP-B-ATY3-2-2021 | 21                     | ₱63,997.00     | Bachelor of Laws        | 4 hours of relevant training | 1 year of relevant experience | R.A 1080 (BAR) | N/A                        | 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 February 5, 2024

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:

**ROCHELLE I. RUBENECIA**

Chief Administrative Officer (HRMO V)

2F, New Executive Building, J.P. Laurel St. Melecañang Compound, San Miguel, Manila

[recruitment@csc.gov.ph](mailto:recruitment@csc.gov.ph) / [attda.csworld.com/Online-Submission](http://attda.csworld.com/Online-Submission)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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*[Signature]*  
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|-----|---|--------------------|------------------------|----------------|---------------------------------------|------------------------------|--------------------------------|--|----------------------------|--------------------------------------|
|     |   |                    |                        |                | Education                             | Training                     | Experience                     | Eligibility  | Competency (if applicable) |                                      |
| 1   | Planning Officer III                                | PROPB-PLO3-1-1998  | 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                        | Media Research and Development Staff |

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 February 7, 2024

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;
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