

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

Date of Publication

91
Electronic copy to be submitted to the CSC FO must be in MS Excel format

08 FEB 2024

CSC - FO Office of the President

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:

Cherbett
CHERBETT KAREN L. MARALIT
Undersecretary

Date: 08 February 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	Planning Officer V	PROPB-PLO5-1-1998	24	₱90,078.00	Master degree OR Certificate of Leadership and Management from the CSC	40 hours if 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 (MRDS)
2	Supervising Administrative Officer (Budget Officer IV)	PROPB-SADOF-13-2005	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	Budget 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 21, 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; 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. Malacañang Compound, San Miguel, Manila
recruitment@aco.gov.ph / <http://tinyurl.com/Online-Submission>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.