

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

Date of Publication: 22 FEB 2024
(Electronic copy to be submitted to the CSC FO must be in MS Excel format)

GLADYS GRACE B. RIVERA

22 FEB 2024

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 – FO Office of the President

[Signature]
CHERBETT KAREN L. MARALIT
Undersecretary

Date: 22 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	Administrative Officer II	PROPB-ADOF2-6-2021	11	₱27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility	N/A	Procurement Division
2	Administrative Officer II (HRMO I)	PROPB-ADOF2-9-2021	11	₱27,000.00	Bachelor's degree	None Required	None Required	Career Service Professional/Second Level Eligibility	N/A	Human Resource Development Division
3	Administrative Officer II (HRMO I)	PROPB-ADOF2-19-2005	11	₱27,000.00	Bachelor's degree	None Required	None Required	Career Service Professional/Second Level Eligibility	N/A	Human Resource Development Division
4	Legal Assistant I	PROPB-LEA1-4-2021	10	₱23,176.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service Professional/Second Level Eligibility	N/A	Legal Division
5	Legal Assistant II	PROPB-LEA2-5-2021	12	₱29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service Professional/Second Level Eligibility	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 March 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; 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@pco.gov.ph / <http://tinyurl.com/Online-Submission>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.