

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:


CHERBETT KAREN L. MARALIT
Undersecretary

Date:

04/18/2024

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 I	PROP-B-PLO1-9-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		FOI-PMO
2	Information Officer III	PROP-B-INFO3-15-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	Career Service (Professional) / Second Level Eligibility		FOI-PMO
3	Training Specialist II	PROP-B-TRNSP2-19-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility		FOI-PMO
4					XXXX NOTHING FOLLOWS XXXX					
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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 April 29, 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
rcrubene@psc.gov.ph / <http://psc.gov.ph/Online-Submission>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.