

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

Date of Publication

18 OCT 2024

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

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

  
CHERBETH KAREN L. MARALIT  
Undersecretary

Date: 18 October 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	Executive News Editor	PROPB-EXNE-1-1998	24	PhP 94,132.00	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

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 October 31, 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 submit through courier/send their application to:

**ROCHELLE I. RUBENECIA**

Chief Administrative Officer (HRMO V)

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

<https://forms.gle/ooF6r9NBfiamLbTf8>

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**