

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

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

Date of Publication

GLADYS GRACE B. RIVERA
Human Resource Specialist

20 DEC 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:

Cherbett
Office of the President
CHERBETT KAREN L. MARALIT
Undersecretary

Date: December 20, 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 V	PROPB-ATY5-1-2021	25	107208	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	R.A. 1080 (BAR)	N/A	Legal Division
2	Attorney III	PROPB-ATY3-2-2021	21	67005	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (BAR)	N/A	Legal Division
3	Legal Assistant I	PROPB-LEA1-4-2021	10	24381	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
4	Administrative Officer V (HRMO III)	PROPB-ADOF5-19-2005	18	49015	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Human Resource Development Division (HRDD)
5	Administrative Officer IV (HRMO II)	PROPB-ADOF4-5-2024	15	38413	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Human Resource Development Division (HRDD)

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 December 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; 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

<https://forms.gle/chiMaqH18YsQiorJ9>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.