

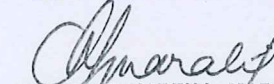
Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Request for Publication of Vacant Positions

03 JUL 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


CHERBETT KAREN L. MARALIT
Undersecretary

Date: 03 July 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	PROP-B-EXNE-1-1998	24	PhP 90,078	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
2	Administrative Officer V (Records Officer III)	PROP-B-ADOF5-17-2005	18	PhP 46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	N/A	General Services Division (Records Management Section)

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 July 15, 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 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.