

Republic of the Philippines
NEWS AND INFORMATION BUREAU
Request for Publication of Vacant Positions

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

Date of Publication

Alvarez

NOV 18 2022

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NEWS AND INFORMATION BUREAU in the CSC website: **CSC - FO Office of the President**

Joyal S. Esler
JOYAL S. ESER
Acting Head, HRMS
Date: November 18, 2022

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 IV (to be assigned to Accounting Section)	NIBB-ADDF-4-7-2005	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level eligibility	N/A	Financial and Administrative Division - Manila
2	ADMINISTRATIVE OFFICER IV (to be assigned to Human Resource Management Section)	NIBB-ADDF-4-8-2005	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level eligibility	N/A	Financial and Administrative Division - Manila

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 November 28, 2022.

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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of relevant training/s and/or seminar/s attended;
4. Authenticated certificate of eligibility/rating; and
5. Photocopy of Transcript of Records/Diploma.



QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOYAL S. ESER

Acting Head, HRMS

NIB Bldg., Macanang Compound, Manila 1005

nib_hr.recruitment@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.