

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

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

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:

Joyal S. Eser
JOYAL S. ESER

Administrative Officer V

Date: September 6, 2023

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	SENIOR NEWS EDITOR	NIBB-SRNE-5-1998	19	51,357.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Philippine News Agency (PNA) - Visayas Ave.
2	ADMINISTRATIVE OFFICER V (HRMO III)	NIBB-ADOF5-6-2005	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Financial and Administrative Division (FAD), HRM Section - Manila
3	NEWS ANALYST III	NIBB-NA3-1-1998	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Presidential Press Staff (PPS) - Manila
4	NEWS ANALYST III	NIBB-NA3-2-1998	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Presidential Press Staff (PPS) - Manila

5	NEWS REPORTER II	NIBB-NR2-15-1998	17	43,030.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Philippine News Agency (PNA) - Visayas Ave.
6	NEWS REPORTER II	NIBB-NR2-27-1998	17	43,030.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Philippine News Agency (PNA) - Visayas Ave.
7	NEWS REPORTER II	NIBB-NR2-30-1998	17	43,030.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Philippine News Agency (PNA) - Visayas Ave.
8	NEWS REPORTER II	NIBB-NR2-32-1998	17	43,030.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Philippine News Agency (PNA) - Visayas Ave.
9	NEWS REPORTER I	NIBB-NR1-3-2004	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Philippine News Agency (PNA) - Visayas Ave.
10	NEWS REPORTER I	NIBB-NR1-6-1998	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Presidential Press Staff (PPS) - Manila
11	PHOTOGRAPHER V	NIBB-PHOTO5-3-1998	15	36,619.00	High School Graduate or Completion of Relevant Vocational/ Trade Course	16 hours of relevant training	3 years of relevant experience	Photographer (MC 10. s. 2013 - Cat. II)	N/A	Philippine News Agency (PNA) - Visayas Ave.

12	PHOTOGRAPHER V	NIBB-PHOTO5-4-1998	15	36,619.00	High School Graduate or Completion of Relevant Vocational/ Trade Course	16 hours of relevant training	3 years of relevant experience	Photographer (MC 10. s. 2013 - Cat. II)	N/A	Philippine News Agency (PNA) - Visayas Ave.
13	PHOTOGRAPHER V	NIBB-PHOTO5-7-1998	15	36,619.00	High School Graduate or Completion of Relevant Vocational/ Trade Course	16 hours of relevant training	3 years of relevant experience	Photographer (MC 10. s. 2013 - Cat. II)	N/A	Philippine News Agency (PNA) - Visayas Ave.
14	ADMINISTRATIVE OFFICER III (Supply Officer II)	NIBB-ADOF3-11-2005	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Financial and Administrative Division (FAD) - Manila
15	PHOTOGRAPHER III	NIBB-PHOTO3-7-2004	10	23,176.00	High School Graduate or Completion of Relevant Vocational/ Trade Course	8 hours of relevant training	2 years of relevant experience	Photographer (MC 10. s. 2013 - Cat. II)	N/A	Presidential Press Staff (PPS) - Manila
16	ADMINISTRATIVE ASSISTANT III (Buyer III)	NIBB-ADAS3-12-2005	9	21,211.00	Completion of Two-Year Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Financial and Administrative Division (FAD) - Manila
17	ASSISTANT INFORMATION OFFICER	NIBB-AIO-1-1998	8	19,744.00	Completion of Two-Year Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Presidential Press Staff (PPS) - Manila
18	ADMINISTRATIVE ASSISTANT II (Planning Assistant)	NIBB-ADAS2-4-2005	8	19,744.00	Completion of Two-Year Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Financial and Administrative Division (FAD) - Manila

19	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)	NIBB-ADAS2-2-2005	8	19,744.00	Completion of Two-Year Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Financial and Administrative Division (FAD) - Manila
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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 September 16, 2023.

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 or Proof 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

Administrative Officer V

PCO-NIB Bldg., Malacañang Compound, Manila 1005

recruitment@nib.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.