

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

Republic of the Philippines
PHILIPPINE PORTS AUTHORITY
PMO WESTERN LEYTE / BILIRAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PHILIPPINE PORTS AUTHORITY PMO WESTERN LEYTE/BILIRAN in the CSC website:


MANUEL A. BOHOLANO
Port Manager
Date: August 31, 2018


No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards						
					Education	Experience	Training	Eligibility	Competency (if applicable)	Place of Assignment	
1	Attorney IV	H-430	23	787248	Bachelor of Laws	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080		Office of the Port Manager	
2	Division Manager A	H-431	24	879588	Master's Degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service (Professional); Second Level Eligibility		Finance Division	
3	Senior Corporate Accountant A	H-433	18	457020	Bachelor's degree in Commerce/Business Administration major in Accounting	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080		Finance Division	
4	Cashier A (reposting)	H-439-2	16	381180	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional); Second Level Eligibility		Finance Division	

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5	Division Manager A	H-461	24	879588	Master's Degree OR 4 years of supervisory/ Certificate in management and experience Leadership and experience Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service (Professional); Second Level Eligibility		Port Police Division	
6	Civil Security Officer A (reposting)	H-463-2	18	457020	Bachelor's degree	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service (Professional); Second Level Eligibility	Port Police Division	
7	Administrative Officer IV (reposting)	H-444	22	704604	Bachelor's degree	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service (Professional); Second Level Eligibility	Administrative Division	
8	Procurement Officer B (reposting)	H-452	15	348120	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional); Second Level Eligibility	Administrative Division	

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9	Supervising Engineer A (reposting)	H-457	18	457020	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	of RA 1080			Engineering Services Division
10	Cashier B (reposting)	H-488	14	317928	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional); Second Level Eligibility			TMO Hilongos
11	Harbor Operations Officer A	H-495	16	381180	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional); Second Level Eligibility			TMO Maasin
12	Cashier A	H-496	16	381180	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional); Second Level Eligibility			TMO Maasin
13	Collection Representative A (reposting)	H-505-2	10	224616	Completion of two (2) years studies in college	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service (Subprofessional); First Level Eligibility			TMO Palompon

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					Education	Experience	Training	Eligibility		Competency (if applicable)

- Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter (in 5 sets) and send to the address indicated below:
- 1 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 - 2 Certificate of actual duties (as attachment to CSC Form 212 – Work Experience Sheet)
 - 3 Complete employment history / Certificate of employment
 - 4 Educational attainment (*transcript of record or diploma*)
 - 5 Performance rating in the present position for one (1) year (if applicable);
 - 6 Certificate of training attended, *specify number of hours*
 - 7 Civil Service Eligibility (Professional) / RA 1080
 - 8 Must have passed the PPA Pre-placement examination

QUALIFIED APPLICANTS are advised to hand in or send their application to:

MANUEL A. BOHOLANO
PORT MANAGER
Philippine Ports Authority PPA
Lot 2, Block 13, Doña Feliza Mejia Subdivision, D. Veloso St., Ormoc City
pmowlb_hrmd@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.