

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: July 31, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Civil Security Officer C	H-465-2	13	290688	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		PORT DIVISION	
2	Civil Security Officer C	H-481	13	290688	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		TMO BAYBAY	
3	Civil Security Officer C	H-490	13	290688	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		TMO HILONGOS	
4	Civil Security Officer C	H-498	13	290688	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		TMO MAASIN	
5	Civil Security Officer C	H-506	13	290688	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		TMO PALOMPON	
6	Division Manager C	H-486	22	704604	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory / development undertaken within the last 5 years	4 years of supervisory/ management	Career Service (Professional); Second Level Eligibility		TMO HILONGOS	

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					Education	Training	Experience	Eligibility	
7	Terminal Operations Officer A	H-470-1	16	381180	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility	PORT SERVICES DIVISION
8	Human Resource Management Officer II	H-446-3	15	348120	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility	ADMINISTRATIVE DIVISION
9	Harbor Master	H-471	23	787248	Bachelor's degree in Marine Transportation	24 hours of relevant training	4 years of relevant experience	RA 1080	PORT SERVICES DIVISION
10	Division Manager A	H-443	24	879568	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory / 4 years of management and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional); Second Level Eligibility	ADMINISTRATIVE DIVISION

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					Education	Training	Experience	Eligibility	

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 **15 August 2018, in 5 sets.**

- 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
- 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, technical and agility test (for outsider applicants)

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
pimowlb_hrmd@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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MANUELLA A. BOHOLANO
Port Manager
Date: July 31, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
7	Cashier A	H-439-2	16	381180	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility	FINANCE DIVISION
8	Cashier B	H-488	14	317928	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility	TMO HILONGOS
10	Collection Representative A	H-505-2	10	224616	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional); First Level Eligibility	TMO PALOMPON/ San Isidro Leyte
11	Cashier A	H-496	16	381180	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility	TMO MAASIN
6	Civil Security Officer A	H-463-2	18	457020	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level Eligibility	PORT POLICE DIVISION
6	Industrial Security Officer	H-485	11	242148	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility	TMO ISABEL

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					Education	Training	Experience	Eligibility	
7	Industrial Security Officer	H-466-1	11	242148	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility	PORT DIVISION POLICE
16	Terminal Operations Officer A	H-494-2	16	381180	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility	TMO MAASIN
17	Terminal Operations Officer A	H-487	16	381180	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility	TMO HILONGOS
18	Senior Corporate Accounts Analyst	H-435	15	348120	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility	FINANCE DIVISION
19	Collection Representative	H-479	10	224616	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional); First Level Eligibility	TMO BAYBAY
20	Collection Representative	H-484	10	224616	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional); First Level Eligibility	TMO ISABEL