

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

Republic of the Philippines
PHILIPPINE INFORMATION AGENCY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE INFORMATION AGENCY in the CSC website:

ELEANOR LIM-MARTIN
Division Chief, HRDD
Date: 09 AUG 2021

No.	Position Title (Parenthetical if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Chief Administrative Officer	PIAB-CADOF-11-2009	24	86,742.00	Master's degree or Certificate in 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	Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Administrative Division
2	Senior Administrative Assistant III (Electronics and Communications Equipment Technician IV)	PIAB-SADASS-57-2005	15	33,575.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 year of relevant experience	Career Service (Subprofessional)/ Electronics Equipment Technician (MC 10, s. 2013 - Cat. II) First Level Eligibility	N/A	Administrative Division
3	Administrative Assistant V	PIAB-ADASS-1-2008	11	23,877.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	Administrative Division
4	Administrative Aide VI (Chauffeur II)	PIAB-ADA6-6-2008	6	16,200.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013 - Cat. IV)	N/A	Administrative Division

PREPARED
AUG 09 2021

5	Chief Administrative Officer	PIAB-CADOF-55-2005	24	86,742.00	Master's degree or Certificate in 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	Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Finance and Management Division
6	Accountant II	PIAB-A2-1-1998	16	36,628.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Finance and Management Division
7	Administrative Officer II	PIAB-ADOF2-8-2009	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Finance and Management Division
8	Administrative Assistant III	PIAB-ADAS3-17-2008	9	19,593.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Program Management Division
9	Information Officer III	PIAB-INFO3-67-1998	18	43,681.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Creative and Production Services Division
10	Information Officer III	PIAB-INFO3-77-1998	18	43,681.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Creative and Production Services Division
11	Information Officer I	PIAB-INFO1-76-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Creative and Production Services Division
12	Administrative Assistant II (Audio-Visual Aids Technician II)	PIAB-ADAS2-19-2008	8	18,251.00	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Equipment Operator/ Technician (MC 10, s. 2013 - Cat. II)	N/A	Creative and Production Services Division
13	Administrative Assistant II	PIAB-ADAS2-20-2008	8	18,251.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Creative and Production Services Division

14	Information Officer III	PIAB-INFO3-47-1998	18	43,681.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Regional Operations Division
15	Information Officer II	PIAB-INFO2-59-1998	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Regional Operations Division
16	Information Officer IV	PIAB-INFO4-10-1998	22	68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Planning and Communications Research Division
17	Information Officer III	PIAB-INFO3-51-1998	18	43,681.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Planning and Communications Research Division
18	Information Officer IV	PIAB-INFO4-6-1998	22	68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	NCR
19	Administrative Aide IV (Driver II)	PIAB-ADA4-3-2020	4	14,400.00	Must be able to read and write/Elementary School Graduate	None required	None required	Professional Drivers License (MC 10, s. 2013 - Cat. IV)	N/A	NCR
20	Information Officer II	PIAB-INFO2-57-1998	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	CAR
21	Information Officer II	PIAB-INFO2-73-1998	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	CAR
22	Information Officer I	PIAB-INFO1-56-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Region I
23	Information Officer V	PIAB-INFO5-1-2019	24	86,742.00	Master's degree or Certificate in 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	Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Region IV-B
24	Administrative Officer IV	PIAB-ADOF4-6-2019	15	33,575.00	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	Region IV-B

25	Information Officer V	PIAB-INFO5-17-1998	24	86,742.00	Master's degree or Certificate in 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	Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Region V
26	Administrative Aide IV (Driver II)	PIAB-ADA4-47-2005	4	14,400.00	Must be able to read and write/Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	N/A	Region V
27	Information Officer V	PIAB-INFO5-18-1998	24	86,742.00	Master's degree or Certificate in 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	Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Region VI
28	Information Officer IV	PIAB-INFO4-20-2008	22	68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Region VI
29	Information Officer I	PIAB-INFO1-36-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Region VI
30	Administrative Officer IV	PIAB-ADO4-27-2008	15	33,575.00	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	Region VII
31	Administrative Assistant III	PIAB-ADAS-5-2020	9	19,593.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Region VII
32	Information Officer V	PIAB-INFO5-20-1998	24	86,742.00	Master's degree or Certificate in 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	Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Region VIII
33	Information Officer IV	PIAB-INFO4-14-2008	22	68,415.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Region VIII

34	Information Officer I	PIAB-INFO1-51-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Region VIII
35	Information Officer V	PIAB-INFO5-1-2009	24	86,742.00	Master's degree or Certificate in 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	Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change: Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization	Region XII

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 **August 20, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (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 eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ELEANOR LIM-MARTIN

Division Chief, HRDD

3/F PIA Building, Visayas Avenue, Q.C.

careers@pia.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.