

Republic of the Philippines  
PHILIPPINE PORTS AUTHORITY  
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-Eastern Leyte/Samar in the CSC website:

**EMILIANO T. ESPARAGUERA, JR.**  
Acting Port Manager  
Date: September 21, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job Pay Grade	Annual Salary	Qualification Standards				Competency (If applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Executive Assistant A	H-162	SG-20	564,444.00	Bachelor's degree	Sixteen (16) hours of training	Three (3) years of experience	Career Service - Professional; Second Level Eligibility		Office of the Port Manager
2	Business Development/ Marketing Officer A	H-165	SG-16	381,180.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service - Professional; Second Level Eligibility		Office of the Port Manager
3	Attorney IV	H-167	SG-23	787,248.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Office of the Port Manager
4	Supervising Supply Officer	H-188	SG-18	457,020.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service - Professional; Second Level Eligibility		Administrative Division
5	Division Manager A	H-197	SG-24	879,588.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of Supervisory/ Management Learning and Development Intervention Undertaken Within the Last 5 Years	Four (4) years of Supervisory/ Management Experience	Career Service - Professional; Second Level Eligibility		Engineering Services Division
6	Terminal Operations Officer A	H-213-1	SG-16	381,180.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service - Professional; Second Level Eligibility		Port Services Division
7	Harbor Master	H-214	SG-23	787,248.00	Bachelor's degree in Marine Transportation	Twenty-Four (24) hours of relevant training	Four (4) years of relevant experience	RA 1080		Port Services Division
8	Environmental Specialist A	H-217	SG-18	457,020.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service - Professional; Second Level Eligibility		Port Services Division
9	Port Operations Analyst A	H-218	SG-15	348,120.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service - Professional; Second Level Eligibility		Port Services Division
10	Clerk Processor A	H-220	SG-8	195,384.00	Completion of Two (2) Years Studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service - Subprofessional; First Level Eligibility		Port Services Division
11	Terminal Operations Officer A	H-233-1	SG-16	381,180.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service - Professional; Second Level Eligibility		TMO Catbalogan

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					Education	Training	Experience	Eligibility		
12	Plant Mechanic/Electrician B	H-186	SG-10	224,616.00	High School Graduate or Completion of relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Electrician (Building Wiring) (-250 volts); (MC II, s. 96-Cat I)	Administrative Division	
13	Senior Building Electrician B	H-187	SG-10	224,616.00	High School Graduate or Completion of relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Electrician (Building Wiring) (-250 volts); (MC II, s. 96-Cat I)	Administrative Division	
14	Liaison Aide	H-195	SG-4	152,088.00	Elementary School Graduate	None Required	None Required	None Required; (MC II, s. 96-Cat III)	Administrative Division	
15	Industrial Security Officer (Reposting)	H-208-2	SG-11	242,148.00	Bachelor's Degree	None Required	None Required	Career Service - Professional; Second Level Eligibility	Port Police Division	
16	Industrial Security Officer (Reposting)	H-208-3	SG-11	242,148.00	Bachelor's Degree	None Required	None Required	Career Service - Professional; Second Level Eligibility	Port Police Division	
17	Collection Representative A (Reposting)	H-223	SG-10	224,616.00	Completion of Two (2) Years Studies in College	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service - Subprofessional; First Level Eligibility	TMO Borongan	
18	Collection Representative A (Reposting)	H-240	SG-10	224,616.00	Completion of Two (2) Years Studies in College	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service - Subprofessional; First Level Eligibility	TMO Guianan	
19	Collection Representative A (Reposting)	H-229-2	SG-10	224,616.00	Completion of Two (2) Years Studies in College	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service - Subprofessional; First Level Eligibility	TMO Calbayog	

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 **October 12, 2018**, in **5 sets** properly fasten.

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](http://www.csc.gov.ph)
2. Certificate of Actual Duties signed by the Immediate Supervisor/Employer for current and previous employment (as attachment to CSC Form 212 - Work Experience Sheet)
3. Employment history must be supported with Service Record/Certificate of Employment signed by the Employer, whichever is applicable;
4. Photocopy of authenticated Transcript of Records and Diploma;
5. At least **Very Satisfactory performance rating** in the last rating period in the present position, if applicable;
6. Record of Trainings (specified number of hours) attended relevant to the position applied for must be supported with certified copies of Certificates of Training;
7. Photocopy of authenticated appropriate certificate of eligibility/rating/license;
8. Must have passed the PPA Pre-placement examination.

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

**EMILIANO M. ESPARAGUERA, JR.**  
 Acting Port Manager  
 Philippine Ports Authority  
 PMO-Eastern Leyte/Samar  
 Port Area, Tacloban City  
 Office Email Address: [ppapmoels@gmail.com](mailto:ppapmoels@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**