

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: September 21, 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	General Services Officer A	H-448	16	381,180.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		Administrative Division
2	Industrial Security Officer	H-466-3	11	242,148.00	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility		Port Police Division
3	Statistician A	H-476-1	13	290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Port Services Division
4	Statistician A	H-476-2	13	290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Port Services Division
5	Terminal Operations Officer A	H-478	16	381,180.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		TMO Baybay

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6	Division Manager B	H-492	23	787,248.00	Masters Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory / management intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional); Second Level Eligibility		TMO Maasin
7	Terminal Operations Officer A	H-494-2	16	381,180.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		TMO Maasin
8	Collection Representative	H-497-1	10	224,616.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional); First Level Eligibility		TMO Maasin
9	Terminal Operations Officer A	H-502-1	16	381,180.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		TMO Palompon

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10	Industrial Security Officer	H-485	11	242148	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility		TWO ISABEL	
11	Industrial Security Officer	H-466-1	11	242148	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility		PORT POLICE DIVISION	
12	Plant Mechanic/ Electrician B	H-449	10	224616	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); (CSC MC 11, s. 96-Cat1)		ADMINISTRATIVE DIVISION	
13	Harbor Operations Officer A	H-503	16	381180	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional); Second Level Eligibility		TWO PALOMPON / SAN ISIDRO LEYTE	

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					Education	Training	Experience	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

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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
rmowlb_hrmd@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.