


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

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CIVIL SERVICE COMMISSION
National Capital Region
CSFO-DENR

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By: 

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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: 24 November 2021

No.	Position Title (Parenthetical if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
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	Administrative Officer V	PIAB-ADOF5-29-2008	18	43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Administrative Division
3	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
4	Information Officer IV	PIAB-INFO4-9-1998	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	Program Management Division
5	Information Officer I	PIAB-INFO1-64-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Creative and Production Services Division

6	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
7	Information Officer II	PIAB-INFO2-40-1998	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
8	Information Systems Analyst II	PIAB-INFOSA2-14-2008	16	36,628.00	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	Management Information Systems Division
9	Computer Programmer II	PIAB-COMPRO2-1-1998	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	Management Information Systems Division
10	Information Officer I	PIAB-INFO1-19-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	National Capital Region
11	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 Driver's License (MC 10, s. 2013 - Cat. IV)	N/A	National Capital Region
12	Information Officer I	PIAB-INFO1-3-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Cordillera Administrative Region
13	Information Officer I	PIAB-INFO1-67-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Region I
14	Information Officer I	PIAB-INFO1-34-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Region I
15	Information Officer IV	PIAB-INFO4-16-2008	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 II
16	Information Officer I	PIAB-INFO1-17-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Region III

17	Administrative Assistant III	PIAB-ADAS3-7-2008	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	Region IV-A
18	Administrative Aide VI	PIAB-ADA6-53-2005	6	16,200.00	Completion of two-year studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	Region IV-A
19	Information Officer V	PIAB-INFO5-2-2019	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
20	Information Officer II	PIAB-INFO2-3-2009	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	Region IV-B
21	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
22	Administrative Aide III	PIAB-ADA3-51-2005	3	13,572.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	Region V
23	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
24	Information Officer III	PIAB-INFO3-13-2008	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	Region VII

25	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
26	Information Officer II	PIAB-INFO2-153-1998	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	Region VIII
27	Information Officer II	PIAB-INFO2-150-1998	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	Region VIII
28	Administrative Officer IV	PIAB-ADOF4-10-2009	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 VIII
29	Information Officer II	PIAB-INFO2-11-1998	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	Region IX
30	Information Officer II	PIAB-INFO2-53-1998	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	Region IX
31	Information Officer I	PIAB-INFO1-39-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Region IX
32	Information Officer I	PIAB-INFO1-65-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Region IX
33	Information Officer II	PIAB-INFO2-9-2008	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	Region X
34	Administrative Assistant III	PIAB-ADAS3-8-2008	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	Region XI
35	Information Officer I	PIAB-INFO1-50-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Region XIII
36	Information Officer I	PIAB-INFO1-72-1998	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Region XIII

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 **December 06, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (WES) - CS Form No. 212, Revised 2017.
Forms are downloadable at www.csc.gov.ph;
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.