


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: 

DATE: Sept. 27, 2022 TIME: 11:05 A.M.

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:

SEP 27 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	PIAB-ADOF4-31-2008	15	35,097.00	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	Administrative Division
2	Administrative Assistant IV	PIAB-ADAS4-3-2008	10	22,190.00	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
3	Administrative Assistant IV	PIAB-ADAS4-5-2008	10	22,190.00	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 Assistant IV	PIAB-ADAS4-7-2008	10	22,190.00	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
5	Administrative Assistant III	PIAB-ADAS3-4-2008	9	20,402.00	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 (Sub-professional)/ First Level Eligibility	N/A	Administrative Division
6	Administrative Assistant III	PIAB-ADAS3-13-2008	9	20,402.00	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 (Sub-professional)/ First Level Eligibility	N/A	Administrative Division
7	Administrative Assistant III	PIAB-ADAS3-14-2008	9	20,402.00	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 (Sub-professional)/ First Level Eligibility	N/A	Administrative Division
8	Supervising Administrative Officer	PIAB-SADOF-56-2005	22	69,963.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Finance and Management Division
9	Administrative Officer II	PIAB-ADO2-11-2008	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Finance and Management Division
10	Administrative Assistant IV	PIAB-ADAS4-15-2008	10	22,190.00	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	Finance and Management Division

11	Information Officer V	PIAB-INFO5-7-1998	24	88,410.00	Master's degree or Certificate in Leadership and Management from 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	Program Management Division
12	Information Officer III	PIAB-INFO3-16-1998	18	45,203.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Program Management Division
13	Information Officer III	PIAB-INFO3-56-1998	18	45,203.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Program Management Division
14	Information Officer III	PIAB-INFO3-63-1998	18	45,203.00	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
15	Information Officer II	PIAB-INFO2-87-1998	15	35,097.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Creative and Production Services Division
16	Photographer III	PIAB-PHOTO3-1-1998	10	22,190.00	High School graduate or completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Photographer (MC 10,s. 2013-Cat.II)	N/A	Creative and Production Services Division
17	Administrative Assistant II	PIAB-ADAS2-20-2008	8	18,998.00	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 (Sub-professional)/ First Level Eligibility	N/A	Creative and Production Services Division

18	Information Officer V	PIAB-INFO5-2-1998	24	88,410.00	Master's degree or Certificate in Leadership and Management from 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	Regional Operations Division
19	Information Officer II	PIAB-INFO2-70-1998	15	35,097.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Human Resource Development Division
20	Information Officer I	PIAB-INFO1-79-1998	11	25,439.00	Bachelor's degree	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	Human Resource Development Division
21	Administrative Assistant III	PIAB-ADAS3-12-2005	9	20,402.00	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 (Sub-professional)/First Level Eligibility	N/A	Human Resource Development Division
22	Information Officer V	PIAB-INFO5-6-1998	24	88,410	Master's degree or Certificate in Leadership and Management from 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	Planning and Communication Research Division

23	Information Officer IV	PIAB-INFO4-10-1998	22	69,963	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Planning and Communication Research Division
24	Information Officer III	PIAB-INFO3-51-1998	18	45,203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Planning and Communication Research Division
25	Administrative Assistant V	PIAB-ADAS5-6-2008	11	25,439	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	Planning and Communication Research Division
26	Computer Programmer II	PIAB-COMPRO2-1-1998	15	35,097	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
27	Information Officer V	PIAB-INFO5-5-2004	24	88,410.00	Master's degree or Certificate in Leadership and Management from 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	National Capital Region
28	Information Officer IV	PIAB-INFO4-18-2008	22	69,963.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Region IV-A

29	Information Officer V	PIAB-INFO5-1-2019	24	88,410.00	Master's degree or Certificate in Leadership and Management from 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
30	Information Officer V	PIAB-INFO5-17-1998	24	88,410.00	Master's degree or Certificate in Leadership and Management from 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
31	Information Officer IV	PIAB-INFO4-19-2008	22	69,963.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Region V
32	Information Officer V	PIAB-INFO5-2-2003	24	88,410.00	Master's degree or Certificate in Leadership and Management from 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 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 October 14, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (WES) - 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.