

Republic of the Philippines
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE
Request for Publication of Vacant Positions

Date of Publication

J
MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist
16 JAN 2025

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

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PRESIDENTIAL LEGISLATIVE LIAISON OFFICE in the CSC website:

Gemma G. Angeles
GEMMA G. ANGELES

HRMO

Date: January 16, 2025

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	Accountant III	PLLOB-A3-1-2024	19	53,873.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (CPA)	n/a	Administrative, Financial & Management Division
2	Administrative Officer V (Budget Officer III)	PLLOB-ADOF5-6-2004	18	49,015.00	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	n/a	Administrative, Financial & Management Division
3	Planning Officer II	PLLOB-PLO2-2-2024	15	38,413.00	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	n/a	Administrative, Financial & Management Division
4	Administrative Officer III (Supply Officer II)	PLLOB-ADOF3-4-2024	14	35,434.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	Administrative, Financial & Management Division

5	Administrative Officer I (Supply Officer I)	PLLOB-ADOF1-5-2024	10	24,381.00	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	Administrative, Financial & Management Division
6	Administrative Assistant III (Senior Bookkeeper)	PLLOB-ADAS3-6-2024	9	22,219.00	Completion of two-year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub-professional) First Level Eligibility	n/a	Administrative, Financial & Management Division

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 January 31, 2025.

1. Application letter (indicating the position applied for and its corresponding item number)
2. Fully accomplished Personal Data Sheet (PDS) including the prescribed work experience sheet, recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of Transcript of Records and diploma
4. Certification from CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree to be considered valid document for meeting the education requirement (if applicable)
5. Performance rating **in the last rating period** (if applicable);
6. Photocopy of ***authenticated*** certificate of eligibility/rating/license;
7. Photocopy of Certificate of Trainings/seminars attended; and
8. Certificate of employment with actual duties and responsibilities
9. Service Record

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

GEMMA G. ANGELES

Supervising Administrative Officer

AAP Building, 683 Aurora Blvd., Mariana, Quezon City

pllo_afmd@pllo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.