

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

*Jr*  
**18 OCT 2024**

To: **CIVIL SERVICE COMMISSION (CSC)**

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

*CSC - FO Office of the President*  
*Gemma G. Angeles*  
**GEMMA G. ANGELES**  
**HRMO**

Date: October 17, 2024

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	Presidential Legislative Liaison Officer I (PLLO I)	PLLOB-PLLO1-3-1998	24	94,132.00	Master's degree <u>OR</u> Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	n/a	Liaison Office for the Senate
2	Administrative Officer IV (Human Resource Management Officer II)	PLLOB-ADOF4-3-2024	15	38,413.00	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
3	Administrative Officer II (Budget Officer I)	PLLOB-ADOF2-7-2024	11	28,512.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	Administrative, Financial & Management Division
4	Administrative Assistant II (Cash Clerk III)	PLLOB-ADAS2-8-2024	8	20,534.00	Completion of two-year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	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 October 30, 2024.

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](http://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](mailto:pllo_afmd@pllo.gov.ph)

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