

Republic of the Philippines
COMMISSION ON AUDIT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the COMMISSION ON AUDIT in the CSC website:

DIR. MARIE MACEL O. TEJADA

HRMO

Date: September 19, 2019

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 AIDE VI	P15-AA36-0004	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		COMM. 1
2	ADMINISTRATIVE AIDE VI	P14-AA36-0254	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
3	ADMINISTRATIVE AIDE VI	P14-AA36-0255	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
4	ADMINISTRATIVE AIDE VI	P14-AA36-0258	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
5	ADMINISTRATIVE AIDE VI	P14-AA36-0259	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
6	ADMINISTRATIVE AIDE VI	P14-AA36-0260	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
7	ADMINISTRATIVE AIDE VI	P14-AA36-0262	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
8	ADMINISTRATIVE AIDE VI	P14-AA36-0263	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
9	ADMINISTRATIVE AIDE VI	P14-AA36-0264	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
10	ADMINISTRATIVE AIDE VI	P14-AA36-0257	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CPASSSS
11	ADMINISTRATIVE AIDE VI	P14-AA36-0043	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		HRMO
12	ADMINISTRATIVE AIDE VI	P14-AA36-0093	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		LSS

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13	ADMINISTRATIVE AIDE VI	P14-AA36-0095	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		LSS
14	ADMINISTRATIVE AIDE VI	P14-AA36-0096	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		LSS
15	ADMINISTRATIVE AIDE VI	P14-AA36-0007	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		NGS
16	ADMINISTRATIVE AIDE VI	P14-AA36-0002	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		NGS
17	ADMINISTRATIVE AIDE VI	P14-AA36-0136	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		SSS
18	ADMINISTRATIVE AIDE VI	P14-AA36-0325	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		STSS
19	ADMINISTRATIVE AIDE VI	P14-AA36-0327	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		STSS
20	ADMINISTRATIVE AIDE VI	P14-AA36-0035	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		STSS
21	ADMINISTRATIVE AIDE VI	P14-AA36-0334	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		STSS
22	ADMINISTRATIVE AIDE VI	P14-AA36-0075	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		STSS
23	ADMINISTRATIVE AIDE VI	P14-AA36-0328	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		STSS
24	ADMINISTRATIVE AIDE VI	P14-AA36-0266	6	14847	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		PIDS
					Completion of two years in studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		
					High School Graduate	None required	None required	Illustrator (MC No. 10. s, 2013-Cat.II) Printing Machine Operator (MC No. 10, s. 2013-Cat. II)		

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25	ADMINISTRATIVE AIDE VI	P14-AA36-0108	6	14847	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		PIDS
					Completion of two years in studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility Illustrator (MC No. 10. s, 2013-Cat.II)		
					High School Graduate	None required	None required	Printing Machine Operator (MC No. 10, s. 2013-Cat. II)		
26	ADMINISTRATIVE AIDE VI	P14-AA36-0108	6	14340	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		PIDS
					Completion of two years in studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility Illustrator (MC No. 10. s, 2013-Cat.II)		
					High School Graduate	None required	None required	Printing Machine Operator (MC No. 10, s. 2013-Cat. II)		
27	ADMINISTRATIVE AIDE VI	P14-AA36-0111	6	14340	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		PIDS
					Completion of two years in studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility Illustrator (MC No. 10. s, 2013-Cat.II)		
					High School Graduate	None required	None required	Printing Machine Operator (MC No. 10, s. 2013-Cat. II)		

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28	ADMINISTRATIVE AIDE VI	P14-AA36-0112	6	14340	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		PIDS
					Completion of two years in studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility Illustrator (MC No. 10. s, 2013-Cat.II)		
					High School Graduate	None required	None required	Printing Machine Operator (MC No. 10, s. 2013-Cat. II)		
29	ADMINISTRATIVE AIDE VI	P14-AA36-0105	6	14847	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		PIDS
					Completion of two years in studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility Illustrator (MC No. 10. s, 2013-Cat.II)		
					High School Graduate	None required	None required	Printing Machine Operator (MC No. 10, s. 2013-Cat. II)		
30	ADMINISTRATIVE AIDE VI	P14-AA36-0139	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CAR
31	ADMINISTRATIVE AIDE VI	P14-AA36-0146	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 1
32	ADMINISTRATIVE AIDE VI	P14-AA36-0148	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 1
33	ADMINISTRATIVE AIDE VI	P14-AA36-0147	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 1
34	ADMINISTRATIVE AIDE VI	P14-AA36-0144	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 1
35	ADMINISTRATIVE AIDE VI	P14-AA36-0161	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 3
36	ADMINISTRATIVE AIDE VI	P14-AA36-0159	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 3

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37	ADMINISTRATIVE AIDE VI	P14-AA36-0158	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 3
38	ADMINISTRATIVE AIDE VI	P14-AA36-0236	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 4A
39	ADMINISTRATIVE AIDE VI	P14-AA36-0234	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 4A
40	ADMINISTRATIVE AIDE VI	P14-AA36-0239	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 4B
41	ADMINISTRATIVE AIDE VI	P14-AA36-0239	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 4B
42	ADMINISTRATIVE AIDE VI	P14-AA36-0167	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 5
43	ADMINISTRATIVE AIDE VI	P14-AA36-0168	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 5
44	ADMINISTRATIVE AIDE VI	P14-AA36-0175	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 6
45	ADMINISTRATIVE AIDE VI	P14-AA36-0179	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 7
46	ADMINISTRATIVE AIDE VI	P14-AA36-0180	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 7
47	ADMINISTRATIVE AIDE VI	P14-AA36-0181	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 7
48	ADMINISTRATIVE AIDE VI	P14-AA36-0182	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 7
49	ADMINISTRATIVE AIDE VI	P14-AA36-0184	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 8
50	ADMINISTRATIVE AIDE VI	P14-AA36-0187	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 8
51	ADMINISTRATIVE AIDE VI	P14-AA36-0201	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 10
52	ADMINISTRATIVE AIDE VI	P14-AA36-0216	6	14340	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 12

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53	ADMINISTRATIVE AIDE VI	P14-AA36-0220	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		REGION 13

The COA selection process is compliant with existing laws on Anti-Discrimination and Equal Employment Opportunities.

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 November 30, 2019.

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. 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:

DIR. MARIE MACEL O. TEJADA
 Director III, Officer-in-Charge
 Human Resource Management Office,
careers@coa.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CSC PUBLICATION DATE: SEPTEMBER 24, 2019