

Republic of the Philippines
Commission on Audit
Request for Publication of Vacant Positions

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

This is to request the publication of the following vacant positions of Commission on Audit in the CSC website:

Chairperson **MICHAEL G. AGUINALDO**

Date: April 23, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ATTORNEY IV	P14-OA24-0074	23	787,248.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)		CGS
2	ADMINISTRATIVE OFFICER V	P14-AA65-0026	18	457,020.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility		HRMO
3	ADMINISTRATIVE OFFICER V	P14-AA65-0011	18	457,020.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility		HRMO
4	ADMINISTRATIVE OFFICER V	P14-AA65-0010	18	457,020.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility		HRMO
5	ADMINISTRATIVE OFFICER V	P14-AA65-0025	18	457,020.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility		HRMO
6	ADMINISTRATIVE OFFICER IV	P14-AA64-0103	15	348,120.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		HRMO
7	STATE AUDITING EXAMINER II	P14-BB12-0321	13	290,688.00	BS Accountancy (for recruitment)	None required	None required	RA 1080 (CPA) (for recruitment)		CGS
8	STATE AUDITING EXAMINER II	P14-BB12-0167	13	290,688.00	BS Accountancy (for recruitment)	None required	None required	RA 1080 (CPA) (for recruitment)		NGS
9	ADMINISTRATIVE OFFICER II	P14-AA62-0013	11	242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility		HRMO

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
10	ADMINISTRATIVE AIDE VI	P14-AA36-0042	6	172,080.00	*Must be able to read and write/Elementary School Graduate **High School Graduate or completion of relevant vocational/ trade course or ***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)		HRMO
11	ADMINISTRATIVE AIDE VI	P14-AA36-0046	6	172,080.00	*Must be able to read and write/Elementary School Graduate **High School Graduate or completion of relevant vocational/ trade course or ***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)		HRMO
12	ADMINISTRATIVE AIDE VI	P14-AA36-0049	6	172,080.00	*Must be able to read and write/Elementary School Graduate **High School Graduate or completion of relevant vocational/ trade course or ***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)		HRMO

*For simple, routine, largely manual and repetitive work

**For mechanical/manipulation skills and coordination work

***For clerical/secretarial/stenographic work or for positions with small amount of clerical work

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 May 31, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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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.

For the complete list of documentary requirements for application for recruitment and promotion, visit the COA website at www.coa.gov.ph

CSC Publication Date: April 26, 2018