

Republic of the Philippines  
**NEWS AND INFORMATION BUREAU**  
Request for Publication of Vacant Positions

JUL 2024

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 NEWS AND INFORMATION BUREAU in the CSC website:

**TIMOTHY PAUL T. JAVIER**  
Administrative Officer V,  
Head, Human Resource and Management Section

Date: July 11, 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	NEWS ANALYST III	NIBB-NA3-1-1998	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Presidential Press Staff (PPS) - Manila
2	NEWS ANALYST III	NIBB-NA3-2-1998	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Presidential Press Staff (PPS) - Manila
3	NEWS REPORTER I	NIBB-NR1-6-1998	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Presidential Press Staff (PPS) - Manila

4	ADMINISTRATIVE OFFICER III (Supply Officer II)	NIBB-ADOF3-11-2005	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Financial and Administrative Division (FAD), Property and Supply Section - Manila
5	PHOTOGRAPHER III	NIBB-PHOTO3-7-2004	10	23,176.00	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	Presidential Press Staff (PPS) - Manila
6	ADMINISTRATIVE ASSISTANT III (Buyer III)	NIBB-ADAS3-12-2005	9	21,211.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Financial and Administrative Division (FAD), Property and Supply Section - Manila
7	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	NIBB-ADAS3-13-2005	9	21,211.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Financial and Administrative Division (FAD), Accounting Section - Manila
8	ADMINISTRATIVE ASSISTANT II (Planning Assistant)	NIBB-ADAS2-4-2005	8	19,744.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Financial and Administrative Division (FAD), Planning Section - Manila

9	ADMINISTRATIVE AIDE VI (Disbursing Officer I)	NIBB-ADA6-5-2005	6	17,553.00	Completion of Two Years Studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Financial and Administrative Division (FAD), Budget Section - Manila
10	ADMINISTRATIVE AIDE VI (Clerk III)	NIBB-ADA6-7-2005	6	17,553.00	Completion of Two Years Studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Financial and Administrative Division (FAD), Records Section - Manila

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the **application letter (with plantilla item number)** and send to the address below not later than **July 21, 2024**.

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of relevant training/s and/or seminar/s attended;
4. Authenticated certificate of eligibility/rating/Proof of Eligibility; and
5. Photocopy of Transcript of Records/Diploma.

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

**TIMOTHY PAUL T. JAVIER**  
 Administrative Officer V,  
 Head, Human Resource and Management Section  
 PCO-NIB Bldg., Malacañang Compound, Manila 1005  
[recruitment@nib.gov.ph](mailto:recruitment@nib.gov.ph)

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

