

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

Date of Publication
Electronic copy to be submitted to the CSC FO must
be in MS Excel format
24 JAN 2025
MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist

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
Date: January 24, 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	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)	NIBB-ADAS2-2-2005	8	21,448.00	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), Human Resource Management Section - Manila
2	ADMINISTRATIVE AIDE VI (Disbursing Officer I)	NIBB-ADA6-5-2005	6	18,957.00	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

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 **February 3, 2025**.

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;
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

Head, Human Resource and Management Section

PCO-NIB Bldg., Malacañang Compound, Manila 1005

recruitment@nib.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

