

Date of Publication

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must be in MS Excel format

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

*GLADYS GRACE B. RIVERA*  
**14 AUG 2024**  
CSC - FO Office of the President

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:

*Gemma G. Angeles*  
**GEMMA G. ANGELES**

HRMO

Date: August 14, 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	Administrative Assistant VI (Computer Operator III)	PLLOB-ADAS6-5-2004	12	30,705.00	Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course.	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Sub-professional/ First Level Eligibility	n/a	Liaison Office for the Senate
2	Administrative Assistant VI (Computer Operator III)	PLLOB-ADAS6-4-2004	12	30,705.00	Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course.	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Sub-professional/ First Level Eligibility	n/a	Administrative, Financial & Management Division (AFMD)

3	Computer Maintenance Technologist I	PLLOB-CTMT1-5-2022	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 (AFMD)
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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 August 29, 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.osec@pllo.gov.ph](mailto:pllo.osec@pllo.gov.ph)

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