

PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
REPOST : JANUARY 23, 2018

POSITION TITLE : DEPUTY EXECUTIVE DIRECTOR III
PLACE OF ASSIGNMENT : BUREAU ON COORDINATING SECRETARIAT AND
SUPPORT SERVICES (BSCCC)
ITEM NO. : PSCOMB-DED3-2-1998
SALARY GRADE : 27

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Master's Degree or Certificate In Leadership and
Management from the CSC
EXPERIENCE : Five (5) years of supervisory/management experience
TRAINING : One Hundred Twenty (120) hours of supervisory/
management learning and development intervention
undertaken within the last five (5) years
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

POSITION TITLE : **ENGINEER II**
PLACE OF ASSIGNMENT : Sports Facilities Division
ITEM NO. : PSCOMB-ENG2-1
SALARY GRADE : 16

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : One year relevant experience
TRAINING : Four hours of relevant training
ELIGIBILITY : RA 1080 (Engineer)

POSITION TITLE : **PROJECT EVALUATION OFFICER II (2)**
PLACE OF ASSIGNMENT : Program Research and Development Division
ITEM NO. : PSCOMB-PEO2-1-1998
PSCOMB-PEO2-6-2013

SALARY GRADE : 15

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : One year relevant experience
TRAINING : Four hours of relevant training
ELIGIBILITY : Career Service (Professional) / Second level Eligibility

POSITION TITLE : **SUPPLY OFFICER I**
PLACE OF ASSIGNMENT : Management Services Division
ITEM NO. : PSCOMB-SUO1-3-2013

SALARY GRADE : 10

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Professional) / Second level Eligibility

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POSITION TITLE : **ADMINISTRATIVE ASSISTANT II**
(BOOKKEEPER I)

PLACE OF ASSIGNMENT : Accounting Division

ITEM NO. : PSCOMB-ADAS2-18-2004

SALARY GRADE : 8

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Completion of two years studies in College

EXPERIENCE : One (1) year of relevant experience

TRAINING : Four (4) hours of relevant training

ELIGIBILITY : Career Service (Sub-Professional) / First level Eligibility

POSITION TITLE : **PROJECT DEVELOPMENT OFFICER I**

PLACE OF ASSIGNMENT : Program Research and Development Division

ITEM NO. : PSCOMB-PDO1-24-2013

SALARY GRADE : 11

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job

EXPERIENCE : None

TRAINING : None

ELIGIBILITY : Career Service (Professional) / Second level Eligibility

POSITION TITLE : **ACCOUNTANT III**

PLACE OF ASSIGNMENT : ACCOUNTING DIVISION

ITEM NO. : PSCOMB-A3-1-2014

SALARY GRADE : 19

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree in Commerce/Business Administration
Major in Accounting

EXPERIENCE : Two years relevant experience

TRAINING : Eight hours of relevant training

ELIGIBILITY : RA 1080 (CPA)

POSITION TITLE : **ADMINISTRATIVE OFFICER IV**
(INFORMATION WRITER)

PLACE OF ASSIGNMENT : ASSISTANCE AND COORDINATION DIVISION

ITEM NO. : PSCOMB-ADOF4-23-2004

SALARY GRADE : 15

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job

EXPERIENCE : One year relevant experience

TRAINING : Four hours of relevant training

ELIGIBILITY : Career Service (Professional) / Second level Eligibility

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POSITION TITLE : CHIEF, SPORTS AND GAMES REGULATION OFFICER
(CHIEF OF DIVISION)
PLACE OF ASSIGNMENT : Sports Facilities Division
ITEM NO. : PSCOMB-CSGRO-2
SALARY GRADE : 24
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Master's Degree or Certificate In Leadership and
Management from the CSC
EXPERIENCE : Four (4) years of supervision/management experiences
TRAINING : Forty (40) hours of supervisory/management learning and
development intervention undertaken within the last
five (5) years
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

POSITION TITLE : SUPERVISING SPORTS AND GAMES REGULATION OFFICER
PLACE OF ASSIGNMENT : Sports Facilities Division
ITEM NO. : PSCOMB-SVSGO-10-2013
SALARY GRADE : 22
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Bachelor's Degree
EXPERIENCE : Five (5) years of relevant experience
TRAINING : Twenty-four (24) hours of supervisory training
ELIGIBILITY : Career Service (Professional) / Second level Eligibility

POSITION TITLE : ADMINISTRATIVE OFFICER V (CASHIER III)
PLACE OF ASSIGNMENT : Management Services Division
ITEM NO. : PSCOMB-ADOF5-17-2004
SALARY GRADE : 18
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Bachelor's degree
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service (Professional) / Second level Eligibility

POSITION TITLE : ADMINISTRATIVE OFFICER V
PLACE OF ASSIGNMENT : Management Services Division
ITEM NO. : PSCOMB-ADOF5-11-2013
SALARY GRADE : 18
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Bachelor's degree
EXPERIENCE : Two (2) years of experience in procurement and bidding

TRAINING : Sixteen (16) hours of training in Government
Procurement Act (Republic Act No. 9184)
ELIGIBILITY : Career Service (Professional) / Second level Eligibility
process

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POSITION TITLE : **ADMINISTRATIVE AIDE VI (CLERK III)**
PLACE OF ASSIGNMENT : Office of the Executive Director
ITEM NO. : PSCOMB-ADA6-10-2004
SALARY GRADE : 6
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Sub-professional) /
First level eligibility

POSITION TITLE : **ATTORNEY III**
PLACE OF ASSIGNMENT : LEGAL AFFAIRS OFFICE
ITEM NO. : PSCOMB-ATY3-2-2013
SALARY GRADE : 21
MINIMUM QUALIFICATION STANDARDS
EDUCATION : BACHELOR OF LAWS
EXPERIENCE : One (1) year relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : RA 1080

Interested and qualified applicants must submit personally or thru e-mail the following documents as soon as possible.

1. Application letter indicating the position you're applying for. Kindly address your application letter to:
HON. WILLIAM I. RAMIREZ
2. Duly accomplished Personal Data Sheet [CSC Form No. 212 (revised 2017)]
3. Authenticated copy of Civil Service eligibility
4. Must be able to present the original and submit the photocopy of the following:
 - a. Transcript of Records
 - b. Diploma
 - c. Service record (if previously employed in the government)
 - d. Certificate of employment from previous employer/s (if previously employed)
 - e. Certificate of trainings/seminars attended (if any)
 - f. NBI/Police Clearance

Applicants may e-mail all their application together with the scanned copy of the required documents to hr@psc.gov.ph