

**PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
REPOST : OCTOBER 5, 2017**

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

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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

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

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
Chairman
Philippine Sports Commission
Rizal Memorial Sports Complex
Pablo Ocampo Sr. Street,
Malate, Manila

2. Duly accomplished Personal Data Sheet [CSC Form No. 212 (revised 2005)]
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