

PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
(REPOSTED)

DATE OF PUBLICATION : July 1, 2016

POSITION TITLE : **ADMINISTRATIVE AIDE VI (CLERK III)**
PLACE OF ASSIGNMENT : Office of the Executive Director
ITEM NO. : PSCOMB-ADA6-10-2004
SALARY GRADE : 6 (Php 12,921.00 / mo.)

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

PLACE OF ASSIGNMENT : Accounting Division
ITEM NO. : PSCOMB-ADAS2-18-2004
SALARY GRADE : 8 (Php 14,931.00 / mo.)

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 : **ADMINISTRATIVE OFFICER V (CASHIER III)**

PLACE OF ASSIGNMENT : Management Services Division
ITEM NO. : PSCOMB-ADOF5-17-2004
SALARY GRADE : 18 (Php 31,351.00 / mo.)

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 (Php 31,351.00 / mo.)

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree
EXPERIENCE : Two (2) years of experience in procurement and bidding process
TRAINING : Sixteen (16) hours of training in Government
Procurement Act (Republic Act No. 9184)
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 (Php 17,730.00 / mo.)
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Bachelor's degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Professional) / Second level Eligibility

POSITION TITLE : **PROJECT EVALUATION OFFICER II**
PLACE OF ASSIGNMENT : Program Research and Development Division
ITEM NO. : PSCOMB-PEO2-1-1998
SALARY GRADE : 15 (Php 26,192.00 / mo.)
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 : **ENGINEER II**
PLACE OF ASSIGNMENT : Sports Facilities Division
ITEM NO. : PSCOMB-ENG2-1
SALARY GRADE : 16 (Php 26,192.00 / mo.)
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)

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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**