

PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
POSTED DECEMBER 3, 2021

POSITION TITLE : **CHIEF ACCOUNTANT**
PLACE OF ASSIGNMENT : ACCOUNTING DIVISION
ITEM NO. : PSCOMB-CACT-1-1998
SALARY GRADE : 24

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Master's Degree or Certificate In Leadership and Management
from the CSC
EXPERIENCE : Four (4) years of supervisory/management experience
Forty (40) hours of supervisory/management learning and
TRAINING : development intervention undertaken within the last five (5)
years
ELIGIBILITY : RA 1080 (CPA)

POSITION TITLE : **CHIEF SGRO (CHIEF OF DIVISION)**
PLACE OF ASSIGNMENT : ASSISTANCE AND COORDINATION DIVISION
ITEM NO. : PSCOMB-CSGRO-1-1998
SALARY GRADE : 24

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Master's Degree or Certificate In Leadership and Management
from the CSC
EXPERIENCE : Four (4) years of supervisory/management experience
Forty (40) hours of supervisory/management learning and
TRAINING : development intervention undertaken within the last five (5)
years
ELIGIBILITY : Career Service Professional / Second Level Eligibility

POSITION TITLE : **CHIEF SGRO (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 supervisory/management experience
Forty (40) hours of supervisory/management learning and
TRAINING : development intervention undertaken within the last five (5)
years
ELIGIBILITY : Career Service Professional / Second Level Eligibility

POSITION TITLE : **PROJECT DEV'T OFFICER III (PROJECT DEVELOPMENT
OFFICER)**
PLACE OF ASSIGNMENT : PROGRAM RESEARCH AND DEVELOPMENT DIVISION
ITEM NO. : PSCOMB-PDO3-10-2013
SALARY GRADE : 18

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree Relevant to the Job
EXPERIENCE : Two (2) year relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Second Level Eligibility / Career Service (Professional)

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POSITION TITLE : **SENIOR SPORTS & GAMES REGULATION OFFICER**
PLACE OF ASSIGNMENT : **SPORTS FACILITIES DIVISION**
ITEM NO. : **PSCOMB-SRSGRO-9**
SALARY GRADE : **18**

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : Two (2) year relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Second Level Eligibility / Career Service (Professional)

POSITION TITLE : **SENIOR SPORTS & GAMES REGULATION OFFICER**
PLACE OF ASSIGNMENT : **ASSISTANCE AND COORDINATION DIVISION**
ITEM NO. : **PSCOMB-SRSGRO-13**
SALARY GRADE : **18**

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : Two (2) year relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Second Level Eligibility / Career Service (Professional)

POSITION TITLE : **SENIOR SPORTS & GAMES REGULATION OFFICER**
PLACE OF ASSIGNMENT : **ASSISTANCE AND COORDINATION DIVISION**
ITEM NO. : **PSCOMB-SRSGRO-22**
SALARY GRADE : **18**

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : Two (2) year relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Second Level Eligibility / Career Service (Professional)

POSITION TITLE : **ADMINISTRATIVE ASSISTANT III (STOREKEEPER III)**
PLACE OF ASSIGNMENT : **MANAGEMENT SERVICES DIVISION (PROPERTY OFFICE)**
ITEM NO. : **PSCOMB-ADAS3-8-2004**
SALARY GRADE : **9**

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Completion of Two Years Studies in College
EXPERIENCE : One (1) year relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : First Level Eligibility / Career Service (Subprofessional)

POSITION TITLE : **ADMINISTRATIVE ASSISTANT. II**
PLACE OF ASSIGNMENT : **BUREAU ON COORDINATING SECRETARIAT AND SUPPORT SERVICES**
ITEM NO. : **PSCOMB-ADAS2-19-2004**
SALARY GRADE : **8**

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Completion of Two Years Studies in College
EXPERIENCE : One (1) year relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : First Level Eligibility / Career Service (Subprofessional)

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POSITION TITLE : **ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)**
PLACE OF ASSIGNMENT : ACCOUNTING DIVISION
ITEM NO. : PSCOMB-ADA6-17-2004
SALARY GRADE : 6
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Completion of Two Years Studies in College
EXPERIENCE : None
TRAINING : None
ELIGIBILITY : First Level Eligibility / Career Service (Subprofessional)

Interested and qualified applicants must submit personally or thru e-mail the following documents until **DECEMBER 17, 2021**

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