

**PHILIPPINE SPORTS COMMISSION**  
**BULLETIN OF VACANT PERMANENT POSITIONS**  
**POSTED OCTOBER 14, 2020**

**POSITION TITLE** : **Administrative Officer V (Budget Officer III)**  
**PLACE OF ASSIGNMENT** : Budget Division  
**ITEM NO.** : PSCOMB-ADOF5-21-2004  
**SALARY GRADE** : 18

**MINIMUM QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's degree relevant to the job  
**EXPERIENCE** : 2 years of relevant experience  
**TRAINING** : 8 hours of relevant training  
**ELIGIBILITY** : Career Service (Professional)/Second Level Eligibility

**POSITION TITLE** : **Administrative Aide VI (Sr. Clerk)**  
**PLACE OF ASSIGNMENT** : Management Services Division  
**ITEM NO.** : PSCOMB-ADA6-13-2004  
**SALARY GRADE** : 6

**MINIMUM QUALIFICATION STANDARDS**

**EDUCATION** : Completion of two years studies in college  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**ELIGIBILITY** : Career Service (Subprofessional) First Level Eligibility

**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 required  
**TRAINING** : None required  
**ELIGIBILITY** : Career Service (Subprofessional) First Level Eligibility

Interested and qualified applicants must submit personally or thru e-mail the following documents until OCTOBER 30, 2020

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](mailto:hr@psc.gov.ph)