

PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
DATE OF PUBLICATION : June 13, 2023

POSITION TITLE : **CHIEF ACCOUNTANT**
PLACE OF ASSIGNMENT : Accounting Division
ITEM NO. : PSCOMB-CACT-1-1998
SALARY GRADE : 24 (Php 90,078.00)

MINIMUM QUALIFICATION STANDARDS

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

POSITION TITLE : **PROJECT EVALUATION OFFICER**
PLACE OF ASSIGNMENT : Program Research and Development Division
ITEM NO. : PSCOMB-PEO2-6-2013
SALARY GRADE : 15 (Php 36,619.00)

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Second Level Eligibility / Career Service (Professional)

POSITION TITLE : **NURSE (NURSE I)**
PLACE OF ASSIGNMENT : Medical Scientific and Athletic Services
ITEM NO. : PSCOMB-NUR1-1-1998
SALARY GRADE : 15 (Php 36,619.00)

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor of Science in Nursing
EXPERIENCE : None
TRAINING : None
ELIGIBILITY : RA 1080 (Registered Nurse)

POSITION TITLE : **INFORMATION SYSTEMS ANALYST I**
PLACE OF ASSIGNMENT : Information Systems Unit
ITEM NO. : PSCOMB-INFOSA1-11-2013
SALARY GRADE : 12 (Php 29,165.00)

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree in computer-related field
EXPERIENCE : One (1) year of relevant experience
TRAINING : Eight (8) hours of training in software integration and maintenance
ELIGIBILITY : Second Level Eligibility / Career Service (Professional)

POSITION TITLE : **ADMINISTRATIVE ASSISTANT III (STOREKEEPER III)**
PLACE OF ASSIGNMENT : Management Service Division (Property Office)
ITEM NO. : PSCOMB-ADAS3-8-2004
SALARY GRADE : 9 (Php 21,211.00)

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 : 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 (Php 19,744.00)

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 : First Level Eligibility / Career Service (Subprofessional)

POSITION TITLE : **ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)**
PLACE OF ASSIGNMENT : Accounting Division
ITEM NO. : PSCOMB-ADA6-17-2004
SALARY GRADE : 6 (Php 17,553.00)

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 **not later than June 23, 2023.**

1. Application letter indicating the position you're applying for. Kindly address your application letter to:

HON. RICHARD E. BACHMANN

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 2017)]
3. Work Experience Sheet - Attachment to CS Form No. 212
4. Authenticated copy of Civil Service eligibility
5. 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**

EEOP Statement: Vacant positions shall be open to all qualified applicants regardless of gender, civil status, physical disability, ethnicity, religion and political affiliation.