

**PHILIPPINE SPORTS COMMISSION**  
**BULLETIN OF VACANT PERMANENT POSITIONS**  
**DATE OF PUBLICATION : October 26, 2023**

**POSITION TITLE** : **ACCOUNTANT III**  
**PLACE OF ASSIGNMENT** : ACCOUNTING DIVISION  
**ITEM NO.** : PSCOMB-A3-1-2014  
**SALARY GRADE** : 19 (Php 51,357.00)  
**MINIMUM QUALIFICATION STANDARDS**  
**EDUCATION** : Bachelors degree in Commerce / Business Administration  
Major in Accounting  
**EXPERIENCE** : One (1) year of relevant experience  
**TRAINING** : Four (4) hours of relevant training  
**ELIGIBILITY** : RA1080 (Certified Public Accountant)

**POSITION TITLE** : **CHIEF ADMINISTRATIVE OFFICER**  
**PLACE OF ASSIGNMENT** : MANAGEMENT SERVICES DIVISION  
**ITEM NO.** : PSCOMB-CADOF-20-2004  
**SALARY GRADE** : 24 (Php 90,078.00)  
**MINIMUM QUALIFICATION STANDARDS**  
**EDUCATION** : Master's Degree or Certificate in Leadership and Management from the CSC  
**EXPERIENCE** : 4 years of supervisory/ management experience  
**TRAINING** : 40 hours of supervisory/ management learning and development intervention  
**ELIGIBILITY** : Career Service Professional/ Second Level eligibility

Interested and qualified applicants must submit personally or thru e-mail the following documents **not later than November 15, 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.