

PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
DATE OF PUBLICATION : March 18, 2024

POSITION TITLE : **PROJECT DEVELOPMENT OFFICER I**
PLACE OF ASSIGNMENT : Program, Research and Development Division
ITEM NO. : PSCOMB-PDO1-24-2013
SALARY GRADE : 11 (Php 27,000.00)

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None
TRAINING : None
ELIGIBILITY : Second Level Eligibility
Career Service Professional

POSITION TITLE : **LEGAL ASSISTANT I**
PLACE OF ASSIGNMENT : Legal Office
ITEM NO. : PSCOMB-LEA1-1-1998
SALARY GRADE : 10 (Php 23,176.00)

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree
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 April 15, 2024.**

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.