



Republic of the Philippines
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Date of Publication
18 APR 2024

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the PRESIDENTIAL LEGISLATIVE LIAISON OFFICE in the CSC website:

CSC - FO Office of the President

GEMMA G. ANGELES
HRMO

Date: April 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Presidential Legislative Liaison Officer I (PLLO I)	PLLOB-PLLO1-7-1998	24	90,078.00	Master's degree <u>OR</u> Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	n/a	Liaison Office for the House of Representatives
2	Chief Administrative Officer	PLLOB-CADOF-7-2004	24	90,078.00	Master's degree <u>OR</u> Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	n/a	Administrative, Financial & Management Division
3	Department Legislative Liaison Specialist (DLLS)	PLLOB-DLLS-2-1998	22	71,511.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	Liaison Office for the Senate
4	Information Systems Analyst II	PLLOB-INFOSA2-2-2022	16	39,672.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	Administrative, Financial & Management Division

5	Administrative Assistant VI (Computer Operator III)	PLLOB-ADAS6-5-2004	12	29,165.00	Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course.	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Sub-professional/ First Level Eligibility	n/a	Liaison Office for the Senate
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 30, 2024.

1. Application letter (indicating the position applied for and its corresponding item number)
2. Fully accomplished Personal Data Sheet (PDS) including the prescribed work experience sheet, recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of Transcript of Records and diploma
4. Certification from CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree to be considered valid document for meeting the education requirement (if applicable)
5. Performance rating **in the last rating period** (if applicable);
6. Photocopy of ***authenticated*** certificate of eligibility/rating/license;
7. Photocopy of Certificate of Trainings/seminars attended; and
8. Certificate of employment with actual duties and responsibilities
9. Service Record

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GEMMA G. ANGELES

Supervising Administrative Officer

AAP Building, 683 Aurora Blvd., Mariana, Quezon City

pllo.osec@pllo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.