



Republic of the Philippines  
**National Printing Office**  
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the National Printing Office in the CSC website:

**ROY-LEO C. PABLO**

**HRMO**

Date: 24 April 2019

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	SUPERINTENDENT OF PRINTING	SUPP-1-1998	26	107,444.00	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Office of the Director
2	ASSISTANT SUPERINTENDENT OF PRINTING*	ASPR-1-1998	25	95,083.00	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Office of the Director
3	ADMINISTRATIVE ASSISTANT III	ADAS3-1-2009	9	17,975.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/First Level Eligibility		Office of the Director
4	CHIEF ADMINISTRATIVE OFFICER*	CADOF-6-2005	24	83,406.00	Bachelor's degree relevant to the job with Master's Degree or Bachelor of Laws degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years reckoned from the date of assessment	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Administrative Division

5	ADMINISTRATIVE OFFICER V	ADOF5-9-2005	18	40,637.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		Administrative Division
6	COMPUTER PROGRAMMER III	COMPRO3-1-1998	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		Administrative Division
7	INFORMATION SYSTEM ANALYST I	INFOSA1-8-2009	12	22,938.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		Administrative Division
8	ADMINISTRATIVE OFFICER I	ADOF1-4-2009	10	19,233.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		Administrative Division
9	ADMINISTRATIVE OFFICER I	ADOF1-5-2009	10	19,233.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		Administrative Division
10	SUPERVISING ADMINISTRATIVE OFFICER*	SADOF-9-2005	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 year of relevant experience	Career Service Professional/Second Level Eligibility		Financial and Management Division
11	ADMINISTRATIVE OFFICER IV	ADOF4-21-2005	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		Financial and Management Division
12	ADMINISTRATIVE OFFICER II	ADOF2-1-2010	11	20,754.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		Financial and Management Division
13	ADMINISTRATIVE OFFICER II	ADOF2-5-2009	11	20,754.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		Financial and Management Division
14	SALES AND PROMOTION SUPERVISOR V*	SPS5-1-1998	24	83,406.00	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Sales and Marketing Division
15	FREIGHT SERVICE SUPERVISOR II	FSFS2-1-1998	13	25,232.00	Completion of 2 years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service Sub-Professional/First Level Eligibility		Sales and Marketing Division
16	SALES AND PROMOTION SUPERVISOR I	SPS1-1-1998	10	19,233.00	Bachelor's Degree	None Required	None Required	Career Service Professional/Second Level Eligibility		Sales and Marketing Division
17	STOREKEEPER III	STK3-18-2009	9	17,975.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/First Level Eligibility		Sales and Marketing Division

18	PRODUCTION PLANNING & CONTROL OFFICER V *	PPCO5-1-1998	24	83,406.00	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/Second Level Eligibility		Production Planning and Control Division
19	PRODUCTION PLANNING & CONTROL OFFICER IV	PPCO4-2-1998	22	65,319.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility		Production Planning and Control Division
20	PUBLICATION PRODUCTION CHIEF	PPC-3-1998	18	40,637.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		Production Planning and Control Division
21	PRINTING QUALITY CONTROL OFFICER II	PQCO2-6-1998	14	27,755.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		Production Planning and Control Division
22	PRODUCTION COST ESTIMATOR III	PCE3-3-1998	11	20,754.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional/First Level Eligibility		Production Planning and Control Division
23	PRINTING QUALITY INSPECTOR III	PQI3-20-2009	9	17,975.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/First Level Eligibility		Production Planning and Control Division
24	SUPERVISING PHOTOENGRAVER	SVPH-14-1998	16	33,584.00	High School Graduate or completion of relevant vocational or trade course	24 hours of relevant training	4 years of relevant experience	None Required (MC 11, s. 96 CAT III)		Composing Division
25	SUPERVISING PHOTOENGRAVER	SVPH-15-1998	16	33,584.00	High School Graduate or completion of relevant vocational or trade course	24 hours of relevant training	4 years of relevant experience	None Required (MC 11, s. 96 CAT III)		Composing Division
26	SUPERVISING PHOTOENGRAVER	SVPH-17-1998	16	33,584.00	High School Graduate or completion of relevant vocational or trade course	24 hours of relevant training	4 years of relevant experience	None Required (MC 11, s. 96 CAT III)		Composing Division
27	PHOTOENGRAVER IV	PHOEN4-15-1998	11	20,754.00	High School Graduate or completion of relevant vocational or trade course	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96 CAT III)		Composing Division
28	TYPESETTER III	TYPS3-1-1998	9	17,975.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Typesetter (MC no. 3, s. 2008 CAT II)		Composing Division
29	TYPESETTER III	TYPS3-4-1998	9	17,975.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Typesetter (MC no. 3, s. 2008 CAT II)		Composing Division
30	TYPESETTER III	TYPS3-6-1998,	9	17,975.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Typesetter (MC no. 3, s. 2008 CAT II)		Composing Division

31	SUPERVISING PHOTOENGRAVER	SVPH-3-1998	16	33,584.00	High School Graduate or completion of relevant vocational or trade course	24 hours of relevant training	4 years of relevant experience	None Required (MC 11, s. 96 CAT III)		Photolithographic Division
32	PHOTOENGRAVER IV	PHOEN4-3-1998	11	20,754.00	High School Graduate or completion of relevant vocational or trade course	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96 CAT III)		Photolithographic Division
33	SUPERVISING PRESSMAN	SVPM-1-1998	16	33,584.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	Pressman (MC 3, s.2008 – Cat II)		Press Division
34	PRINTING MACHINE OPERATOR IV	PMACO4-12-2009	11	20,754.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC No.11, s. 96, CAT II)		Press Division
35	PRINTING MACHINE OPERATOR IV	PMACO4-13-2009	11	20,754.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC No.11, s. 96, CAT II)		Press Division
36	PRINTING MACHINE OPERATOR IV	PMACO4-16-2009	11	20,754.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC No.11, s. 96, CAT II)		Press Division
37	PRINTING MACHINE OPERATOR IV	PMACO4-17-2009	11	20,754.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC No.11, s. 96, CAT II)		Press Division
38	PRINTING MACHINE OPERATOR III	PMACO3-4-1998	9	17,975.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC No.11, s. 96, CAT II)		Press Division
39	PRINTING MACHINE OPERATOR III	PMACO3-24-1998	9	17,975.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC No.11, s. 96, CAT II)		Press Division
40	PRINTING OPERATIONS CHIEF*	POC-4-1998	24	83,406.00	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional/Second Level		Finishing Division
41	SUPERVISING BOOKBINDER	SVBB-4-1998	16	33,584.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
42	SUPERVISING BOOKBINDER	SVBB-6-1998	16	33,584.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
43	SUPERVISING BOOKBINDER	SVBB-11-1998	16	33,584.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division

44	BOOKBINDER IV	BB4-12-1998	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
45	BOOKBINDER IV	BB4-20-1998	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
46	BOOKBINDER IV	BB4-23-1998	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
47	BOOKBINDER IV	BB4-25-1998	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
48	BOOKBINDER IV	BB4-28-1998	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
49	BOOKBINDER IV	BB4-30-1998	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
50	BOOKBINDER IV	BB4-37-1998	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96, CAT III)		Finishing Division
51	BOOKBINDER III	BB3-11-1998	7	15,738.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, CAT III)		Finishing Division
52	BOOKBINDER III	BB3-28-1998	7	15,738.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, CAT III)		Finishing Division
53	BOOKBINDER III	BB3-31-1998	7	15,738.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, CAT III)		Finishing Division
54	BOOKBINDER III	BB3-57-1998	7	15,738.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, CAT III)		Finishing Division
55	ENGINEER III	ENG3-1-1998	19	45,269.00	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Engineering Division
56	MECHANIC III	MECH3-6-1998	9	17,975.00	High School graduate or completion of relevant vocational or trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 3, s.2008, Cat II)		Engineering Division
57	CARPENTER FOREMAN	CPF-1-1998	8	16,758.00	High School graduate or completion of relevant vocational or trade course	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 3, s.2008, Cat II)		Engineering Division
58	MECHANIC II	MECH2-2-1998	6	14,847.00	High School graduate or completion of relevant vocational or trade course	None Required	None Required	Mechanic (MC 3, s.2008, Cat II)		Engineering Division

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 May 31, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**ROY-LEO C. PABLO**

Chief, HRM Section

EDSA COR NIA North Road, Diliman, QC

[npo\\_hrm@yahoo.com](mailto:npo_hrm@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

\* Subject to the outcome of the pending appeal of the former incumbent.