

JAN 17 2023

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

Republic of the Philippines  
**NATIONAL PRINTING OFFICE**  
Request for Publication of Vacant Positions

CSC – FO Office of the President

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:

AMANDO S. VALSORABLE, JR.

HRMO

Date: January 17, 2023

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	ADMINISTRATIVE OFFICER V	ADOF5-15-2005	18	PhP46,725.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		Administrative Division
2	COMPUTER PROGRAMMER III	COMPRO3-1-1998	18	PhP46,725.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		Administrative Division
3	ADMINISTRATIVE OFFICER III	ADOF3-2-2009	14	PhP33,843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		Administrative Division
4	INFORMATION SYSTEM ANALYST I	INFOSA1-8-2009	12	PhP29,165.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		Administrative Division
5	ACCOUNTANT III	A3-1-1998	19	PhP51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Financial and Management Division
6	ACCOUNTANT III	A3-2-1998	19	PhP51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Financial and Management Division
7	CREDIT OFFICER III	CROF3-1-1998	15	PhP36,619.00	Bachelors Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		Financial and Management Division
8	ADMINISTRATIVE OFFICER II	ADOF2-25-2005	11	PhP27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		Financial and Management Division

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9	SALES AND PROMOTION SUPERVISOR III	SPS3-6-2009	18	PhP46,725.00	Bachelors Degree	8 hours relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		Sales and Marketing Division
10	SALES REPRESENTATIVE III	SR3-12-2009	10	PhP23,176.00	Completion of 2 years in college	8 hours relevant training	2 years of relevant experience	Career Service Sub-Professional/First Level Eligibility		Sales and Marketing Division
11	PRODUCTION PLANNING AND CONTROL OFFICER IV	PPCO4-2-1998	22	PhP71,511.00	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
12	PRODUCTION COST ESTIMATOR III	PCE3-1-1998	11	PhP27,000.00	Completion of 2 years in college	8 hours relevant training	2 years of relevant experience	Career Service Sub-Professional/First Level Eligibility		Production Planning and Control Division
13	PRINTING QUALITY CONTROL OFFICER I	PQCO1-1-1998	10	PhP23,176.00	Bachelor's Degree	None Required	None Required	Career Service Professional/Second Level Eligibility		Production Planning and Control Division
14	PRINTING QUALITY CONTROL OFFICER I	PQCO1-7-2009	10	PhP23,176.00	Bachelor's Degree	None Required	None Required	Career Service Professional/Second Level Eligibility		Production Planning and Control Division
15	PUBLICATION PRODUCTION SUPERVISOR	PPROS-1-1998	15	PhP36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		Composing Division
16	PUBLICATION PRODUCTION SUPERVISOR	PPROS-9-2009	15	PhP36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		Composing Division
17	PHOTOENGRAVER IV	PHOEN4-15-1998	11	PhP27,000.00	High School Graduate or completion of relevant vocational or trade course	8 hours of relevant training	2 years of relevant experience	None Required (MC 10, s. 2013 CAT III)		Composing Division
18	TYPESETTER IV	TYP4-5-1998	11	PhP27,000.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Typesetter (MC 10, s. 2013 CAT II)		Composing Division
19	TYPESETTER III	TYP3-22-1998	9	PhP21,211.00	High School Graduate	4 hours relevant training	1 year of relevant experience	Typesetter (MC 10, s. 2013 CAT II)		Composing Division

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20	TYPESETTER III	TYP3-23-1998	9	PhP21,211.00	High School Graduate	4 hours relevant training	1 year of relevant experience	Typesetter (MC 10, s. 2013 CAT II)		Composing Division
21	PRINTING OPERATIONS ASSISTANT CHIEF	POAC-2-1998	22	PhP71,511.00	Bachelors Degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility		Photolithographic Division
22	SUPERVISING PHOTOENGRAVER	SVPH-18-1998	16	PhP39,672.00	High School Graduate or completion of relevant vocational or trade course	24 hours of relevant training	4 years of relevant experience	None Required (MC 10, s. 2013 CAT III)		Photolithographic Division
23	SUPERVISING PRESSMAN	SVPM-4-1998	16	PhP39,672.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	Pressman (MC no. 10, s. 2013 CAT II)		Press Division
24	HEAD PRESSMAN	HPMAN-3-1998	13	PhP31,320.00	High School Graduate	16 hours of relevant training	3 years of relevant experience	Pressman (MC no. 10, s. 2013 CAT II)		Press Division
25	PRINTING MACHINE OPERATOR IV	PMAC04-10-1998	11	PhP27,000.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC no.10, s. 2013 CAT II)		Press Division
26	PRINTING MACHINE OPERATOR IV	PMAC04-20-1998	11	PhP27,000.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC no.10, s. 2013 CAT II)		Press Division
27	PRINTING MACHINE OPERATOR III	PMAC03-22-1998	9	PhP21,211.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC no.10, s. 2013 CAT II)		Press Division
28	PRINTING MACHINE OPERATOR III	PMAC03-26-1998	9	PhP21,211.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC no.10, s. 2013 CAT II)		Press Division
29	PRINTING MACHINE OPERATOR II	PMAC02-14-1998	6	PhP17,553.00	High School Graduate	None Required	None Required	Printing Machine Operator (MC no.10, s. 2013 CAT II)		Press Division
30	PRINTING MACHINE OPERATOR II	PMAC02-18-1998	6	PhP17,553.00	High School Graduate	None Required	None Required	Printing Machine Operator (MC no.10, s. 2013 CAT II)		Press Division

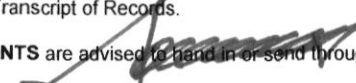
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31	PRINTING OPERATIONS ASSISTANT CHIEF	POAC-6-1998	22	PhP71,511.00	Bachelors Degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility		Finishing Division
32	SUPERVISING BOOKBINDER	SVBB-12-1998	16	PhP39,627.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	None Required (MC 10, s. 2013 CAT III)		Finishing Division
33	SUPERVISING BOOKBINDER	SVBB-13-1998	16	PhP39,627.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	None Required (MC 10, s. 2013 CAT III)		Finishing Division
34	BOOKBINDER IV	BB4-14-1998	10	PhP23,176.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 10, s. 2013 CAT III)		Finishing Division
35	BOOKBINDER IV	BB4-27-1998	10	PhP23,176.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 10, s. 2013 CAT III)		Finishing Division
36	BOOKBINDER IV	BB4-30-1998	10	PhP23,176.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 10, s. 2013 CAT III)		Finishing Division
37	BOOKBINDER III	BB3-14-1998	7	PhP18,620.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division
38	BOOKBINDER III	BB3-31-1998	7	PhP18,620.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division
39	BOOKBINDER III	BB3-51-1998	7	PhP18,620.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division
40	BOOKBINDER III	BB3-56-1998	7	PhP18,620.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division
41	BOOKBINDER III	BB3-60-1998	7	PhP18,620.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division

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42	PAPER CUTTING MACHINE OPERATOR II	PCMO2-6-1998	5	PhP16,543.00	High School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division
43	BOOKBINDER II	BB2-55-1998	4	PhP15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division
44	BOOKBINDER II	BB2-96-1998	4	PhP15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division
45	BOOKBINDER II	BB2-97-1998	4	PhP15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 CAT III)		Finishing Division
46	ELECTRICIAN GENERAL FOREMAN	EGF-11-2009	11	PhP27,000.00	High School graduate or completion of relevant vocational or trade course	8 hours relevant training	2 years of relevant experience	Electrician (less than 250 volts) (MC 10, s. 2013, Cat II)		Engineering Division
47	MECHANIC III	MECH3-11-1998	9	PhP21,211.00	High School graduate or completion of relevant vocational or trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (less than 250 volts) (MC 10, s. 2013, Cat II)		Engineering Division
48	ELECTRICIAN II	ELEC2-21-2009	6	PhP17,553.00	High School graduate or completion of relevant vocational or trade course	None Required	None Required	Electrician (less than 250 volts) (MC 10, s. 2013, 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 **January 31, 2023**.

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:

  
**AMANDO S. VALSORABLE, JR.**  
 CHIEF, HRM  
 EDSA COR NIA NORTH, DILIMAN, QUEZON CITY  
[npo\\_hrm@yahoo.com](mailto:npo_hrm@yahoo.com)

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