

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

Date of Publication
GLADYS GRACE B. RIVERA
Human Resource Specialist
01 OCT 2024

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:

CSC – FO Office of the President

JEAN PAUL C. MELEGRITO
HRMO

Date: October 01, 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	ACCOUNTANT III	NPOB-A3-1-1998	19	PhP53,873.00	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

Interested and qualified applicants should signify their interest in writing. (application letter stating specific position with salary grade and specific place of assignment) Attach the following documents to the application letter and send to the address below not later than **October 15, 2024**.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture taken within 3 months prior to the submission of application (CS Form No. 212, Revised 2017) notarized within the posting/filing period (refer to Guide of Filling Out of the Personal Data Sheet or CSC MC No. 16, s3 2017) which can be downloaded at www.csc.gov.ph;
- 2. Signed Work Experience Sheet (CSC Form No. 212 - as Attachment to PDS) (if applicable)
- 3. Performance rating in the last rating period (if applicable);
- 4. Photocopy of authenticated certificate of eligibility/rating/license
- 5. Photocopy of Transcript of Records; and
- 6. Photocopy of Certificate/s of Training/Seminar relevant to the position applied for.

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

JEAN PAUL C. MELEGRITO
CHIEF, HRM
EDSA COR NIA NORTH, DILIMAN, QUEZON CITY
hrm.rsp@npo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.