

Republic of the Philippines
PHILIPPINE PORTS AUTHORITY - PMO BATANGAS
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)

This is to request the publication of the following vacant positions of Philippine Ports Authority-PMO Batangas (1st Batch for CY 2018) in the CSC website:


LEOPOLDO C. BISCOCHO, JR.

Port Manager

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Civil Security Officer C	G-048-2	13	290,688.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility		PPD	
2	Industrial Security Officer	G-049-3	11	242,148.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility		PPD	
3	Insurance/Risk Analyst	G-021	13	290,688.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility		FD	
4	Launch Master	G-065	13	290,688.00	Completion of Two (2) years studies in College or High School Graduate with Relevant Vocational Trade Course	Sixteen (16) hours of Relevant Training	Three (3) Years of Relevant Experience	None Required (MC II, S. 96-CAT. III)		VTSD	
5	Clerk Processor A	G-035-1	8	195,384.00	Completion of Two (2) years studies in College	Four (4) hours of Relevant Training	One (1) Year of Relevant Experience	CS Sub-Professional First Level Eligibility		AD	
6	Clerk Processor A	G-035-2	8	195,384.00	Completion of Two (2) Years studies in College	Four (4) hours of Relevant Training	One (1) Year of Relevant Experience	CS Sub-Professional First Level Eligibility		AD	
7	Utility Worker A	G-077	3	142,968.00	Must be able to read and write	None Required	None Required	None Required (MC II, S. 96-CAT. III)		TMO Romblon	

Interested and qualified applicants shall submit through email (electronic/scanned copy in PDF format) the following documentary requirements on or before the deadline set:

1. Duly accomplished Letter of Intent/Application Letter;
2. Duly accomplished Personal Data Sheet CSC Form No. 212 Revised 2017;
3. Proof of Eligibility (Duly validated by CSC or equivalent body);
4. School Credentials (Diploma and Transcript of Records);
5. Training Certificates;
6. Employment Certificates/Office Orders (for designations)/Certificate of Actual Duties and Responsibilities duly signed by the Head of Office or authorized officer;
7. Proof of outstanding accomplishments, if there is any;

For Internal/PPA Applicants/Employees of Other Government Agencies, the following are the additional requirements;

8. SPMS Performance (IPCR) Rating for the last two (2) semesters immediately preceding the date of JVA.

DEADLINE OF APPLICATION:	March 22, 2018
Submit application to email address:	ppa_batangas@yahoo.com addiv_pmob@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.