

Republic of the Philippines
PHILIPPINE PORTS AUTHORITY

To : CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PHILIPPINE PORTS AUTHORITY, PMO MARQUEZ in the CSC website:


MARCELINO D. MANATAD, 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	Attorney IV	G-090	23	787,248.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Office of the Port Manager
2	Human Resource Management Officer II	G-106-2	15	348,120.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd level eligibility		Administrative Division
3	Collection Representative A	G-141-1	10	224,616.00	Completion of Two Years Studies in College	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-Professional) 1st level eligibility		TMO Balanacan
4	Utility Worker A	G-114	3	142,968.00	Must be able to read and write	None Required	None Required	None Required (MC 11, 96-Cat. III)		Administrative Division
5	Utility Worker A	G-142	3	142,968.00	Must be able to read and write	None Required	None Required	None Required (MC 11, 96-Cat. III)		TMO Balanacan

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 (please refer to PPA website, www.ppa.com.ph), for the deadline of submission of requirements.

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.go.ph
2. Performance rating in the present position for one (1) year (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:

MARCELINO D. MANATAD, JR.
Port Manager

PPA, PMO MARQUEZ

pmomarquez@ppa.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Port Management Office of Marinduque/Quezon

2nd Flr. Padillo Bldg., Quezon Avenue Cor. Trinidad St., Lucena City
TEL. NO. (042) 717-3287/717-3289/719-1080

JOB VACANCY ANNOUNCEMENT

POSITION : **ATTORNEY IV, SG-23**
Office of the Port Manager, PMO-MarQuez

EDUCATION : Bachelor of Laws

EXPERIENCE : Two (2) Years of Relevant Experience

TRAINING : Eight (8) Hours of Relevant Training

ELIGIBILITY : RA 1080


Interested applicants may send to the Port Manager, PMO-MarQuez the following requirements in four (4) copies/folders each not later than

AUGUST 09, 2018

1. Application Letter
2. Personal Data Sheet with passport size pictures
 - Complete Employment History (supported by Service Records signed by Employer)
 - Educational Attainment (supported by Transcript of Records or Diploma)
 - Certificate of relevant experience/s indicating period covered (signed by Employer)
 - Records of Trainings attended relevant to the position applied for (certificates of attendance attached must specify number of training hours/period/date of trainings for the last five (5) years)
3. Proof of Civil Service/Appropriate Eligibility/ies (duly validated by CSC or equivalent body)
4. Employment Certificates/Office Orders (for designations)/Certificate of Actual Duties and Responsibilities.
5. Proof of outstanding accomplishments, if there is any.
6. For Internal/PPA Applicants/Employees of Other Government Agencies, the following are the additional requirements:
 - a. SPMS Performance (IPCR) Rating for the last two (2) semesters immediately preceding the date of JVA.

NOTE:

- Only those applications with complete documentary requirements received on or before the deadline set shall be processed. Incomplete applications shall not be considered.
- Original/Hard copies of documentary requirements submitted shall be presented by the applicant to the HRMPSB Secretariat for verification/authentication, once shortlisted.
- Outsiders (are those applicants who are not currently employed with PPA) are required to take and pass the PPA pre-placement examinations.


MARCELINO D. MANATAD, JR.
Port Manager/Chairman
PMO MarQuez Human Resource Merit Promotion and Selection Board

