

Republic of the Philippines
DEVELOPMENT ACADEMY OF THE PHILIPPINES
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEVELOPMENT ACADEMY OF THE PHILIPPINES in the CSC website:


RICHAS. TIBO
HRMO

Date: February 16, 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	SENIOR VICE-PRESIDENT	4	28	148,171	Master's degree OR Certificate in Leadership and Management from CSC	120 hours* of supervisory/management learning and development intervention	Five (5) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Office of the Senior Vice President - Services Group
2	EXECUTIVE ASSISTANT V	87	24	90,078	Bachelor's degree relevant to the job	24 hours of relevant training	Four (4) years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the President
3	PROJECT OFFICER V	89	24	90,078	Master's degree OR Certificate in Leadership and Management from CSC	40 hours* of supervisory/ management learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Office of the President
4	PROJECT OFFICER V	101	24	90,078	Master's degree OR Certificate in Leadership and Management from CSC	40 hours* of supervisory/ management learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Office of the President

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 February 26, 2024.

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;
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:

RICHA S. TIBO
Department Manager, HRMDD
Ortigas Center, Pasig City
academyhr@dap.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.