



Republic of the Philippines
INTRAMUROS ADMINISTRATION
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)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the INTRAMUROS ADMINISTRATION in the CSC website:

MILLIE F. VELUZ
Administrative Officer V - Human Resource Section

Date: 31 January 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ACCOUNTANT II	IAB-A2-1-1998	P39,672.00 SG-16	476,064.00	Bachelor's degree in Commerce/ Business Administration major in accounting	4 hours relevant training	1 year of relevant experience	RA 1080 Certified Public Accountant	*Planning skills *Strong communication *Attention to details *Analytical thinking	Finance & Administrative Division-Accounting & Budget Section

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 16 February 2023

1. Application letter (indicating the position applied for, item number, and the name of the division where the vacancy is);
2. Duly accomplished Personal Data Sheet (PDS) with Work Experience Sheet (WES) and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; (excel format)
3. Copy of two latest performance ratings (for government employees);
4. Copy of Transcript of Records, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable);
6. Certificate of seminars/trainings attended for the past five (5) years (photocopy)
7. Statement of duties and responsibilities which indicates the management and supervisory experience-for managerial and supervisory positions (if applicable).

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

MILLIE F. VELUZ

Administrative Officer V - Human Resource Section
5th Floor Palacio del Gobernador Bldg., Intramuros, Manila
mils.veluz@intramuros.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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1	SENIOR HISTORIC SITES DEVELOPMENT OFFICER	IAB-SRHSDO-6-1998	P 46725 SG-18/1	560,700.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience With at least 1 year experience in conservation (artifacts/artworks)	CS - Professional Second Level Eligibility	*Technical know how: - assessment of artworks/ artifacts condition, - writing condition and conservation reports - skills in research; * Ability to delegate and supervise; *Project supervision/monitoring; *Communication skills (oral and written), *Data management	Cultural Properties Conservation Division (CPCD)

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 13 February 2023

1. Application letter (indicating the position applied for, item number, and the name of the division where the vacancy is);
2. Duly accomplished Personal Data Sheet (PDS) with Work Experience Sheet (WES) and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; (excel format)
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1	SALES AND PROMOTION SUPERVISOR V	IAB-SPS5-9-2012	P90,078.00 SG-24/1	1,080,936.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	CS - Professional Second Level Eligibility	*Building Collaborative & Inclusive Working Relationships *Managing Performance & Coaching for Results *Leading Change *Thinking Strategically & Creatively *Creating & Nurturing a High Performing Organization	Business Management Division (BMD)

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 10 February 2023

1. Application letter (indicating the position applied for, item number, and the name of the division where the vacancy is);
2. Duly accomplished Personal Data Sheet (PDS) with Work Experience Sheet (WES) and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; (excel format)
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