

**PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
POSTED APRIL 26, 2021**

POSITION TITLE : **Administrative Officer V (Budget Officer III)**
PLACE OF ASSIGNMENT : Budget Division
ITEM NO. : PSCOMB-ADOF5-21-2004
SALARY GRADE : 18
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

POSITION TITLE : **Administrative Aide VI (Sr. Clerk)**
PLACE OF ASSIGNMENT : Management Services Division
ITEM NO. : PSCOMB-ADA6-13-2004
SALARY GRADE : 6
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

POSITION TITLE : **Administrative Aide IV (Driver II)**
PLACE OF ASSIGNMENT : Transportation Unit
ITEM NO. : PSCOMB-ADA4-19-2004
SALARY GRADE : 4
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Diver License (MC 11, s. 96, Cat. II)

POSITION TITLE : **Administrative Aide VI (Cash Clerk II)**
PLACE OF ASSIGNMENT : Management Services Division
ITEM NO. : PSCOMB-ADA6-11-2004
SALARY GRADE : 6
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Completion of two years in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

POSITION TITLE : **Administrative Aide VI (Clerk III)**
PLACE OF ASSIGNMENT : Executive Director's Office
ITEM NO. : PSCOMB-ADA6-10-2004
SALARY GRADE : 6
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Completion of two years in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

Interested and qualified applicants must submit personally or thru e-mail the following documents until MAY 26, 2021

1. Application letter indicating the position you're applying for. Kindly address your application letter to:
HON. WILLIAM I. RAMIREZ
2. Duly accomplished Personal Data Sheet [CSC Form No. 212 (revised 2017)]
3. Authenticated copy of Civil Service eligibility
4. Must be able to present the original and submit the photocopy of the following:
 - a. Transcript of Records
 - b. Diploma
 - c. Service record (if previously employed in the government)
 - d. Certificate of employment from previous employer/s (if previously employed)
 - e. Certificate of trainings/seminars attended (if any)
 - f. NBI/Police Clearance

Applicants may e-mail all their application together with the scanned copy of the required documents to hr@psc.gov.ph