

Republic of the Philippines
PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT
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 PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT in the CSC website:

GRAZIELLA Z. MERCADO
HRMO

Date: May 6, 2025

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	Administrative Assistant III (Senior Bookkeeper)	09-2015	9	23,226.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Finance and Administration Division - PCED

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application cover letter and send to the address below not later than **May 23, 2025**.

1. Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City. Pleaseread the job description of the duties for the vacant position. This information is available on the PCED website at <https://pced.gov.ph>;
2. Fully accomplished and signed PERSONAL DATA SHEET (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017); which can be downloaded at www.csc.gov.ph, and signed WORK EXPERIENCE SHEET (as attachment to PDS) to also include relevant experiences in bookkeeping, coordination, monitoring, etc. and a team player;
2. 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;
3. Performance rating in the last rating period (if applicable) (for government employees including Job Orders and Contract of Service);
4. Photocopy of certificate of eligibility/rating/license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System;
5. Photocopy of Certificates of Trainings/Seminars attended, if applicable;
6. Photocopy of Certificate of Employment with actual duties and responsibilities;
7. Photocopy of Transcript of Records and Diploma.

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

SARAH LYNNE S. DAWAY-DUCANES
Division Chief
Encarnacion Hall, U.P. School of Economics,
Diliman, Quezon City
info@pced.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.