

Republic of the Philippines  
**PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be  
in MS Excel format

**JANE B. SAVEDRA**  
Senior HRS  
CSCFO-UP/SHRY 20 15:27

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:

**DR. KARL ROBERT L. JANDOC**  
HRMO

Date: May 20, 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	Supervising Administrative Officer	17-2018	22	78,162.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional/Second level eligibility)		PCED
2	Administrative Officer V	18-2018	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional/Second level eligibility)		PCED
3	Administrative Assistant III (Senior Bookkeeper) - Anticipated vacancy	09-2015	9	23,226.00	Completion of two-year studies in college or high school graduate of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional/First level eligibility)		PCED
4										

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 **June 6, 2025**.

1. Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City. Please read the job description of the duties for the vacant position. This information is available on the PCED website at [https://www.pced.gov.ph/?page\\_id=329/#Call%20for%20Applications](https://www.pced.gov.ph/?page_id=329/#Call%20for%20Applications)
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](http://www.csc.gov.ph), and signed WORK EXPERIENCE SHEET (as attachment to PDS) to also include relevant experiences in the position applying for;
3. 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](http://www.csc.gov.ph);
4. Performance rating in the last rating period (if applicable) (for government employees including Job Orders and Contract of Service);
5. Photocopy of certificate of eligibility/rating/license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System;
6. Photocopy of Certificates of Trainings/Seminars attended, if applicable;
7. Photocopy of Certificate of Employment with actual duties and responsibilities;
8. Photocopy of Transcript of Records and Diploma.

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

**DR. SARAH LYNNE S. DAWAY-DUCAES**  
Division Chief  
Room 203 Encarnacion Hall, UP School of Economics,  
Diliman, Quezon City  
[info@pced.gov.ph](mailto:info@pced.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**