

Republic of the Philippines
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

DA FEB-18-2025 03:28PM

Electronic copy to be submitted in the CSC FO must be in MS Excel format
MA. JOSEFINA S. ZANTO
Sr. Human Resource Specialist

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY in the CSC website

MARIO O. GARCIA, CPA, MAA
HRMO

Date: February 18, 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 OFFICER V	PHILFIDAB-ADOF5-24-2014	SG18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional) Second Level Eligibility		Central Office (Administrative, Financial, and Management Division-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 March 04, 2025..

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. Work Experience Sheet;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.
6. Photocopy of relevant training certificates.

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

MARIO O. GARCIA, CPA, MAA
Chief, AFMD
3rd flr, ATI Bldg. Elliptical Road, Diliman, Quezon City
<https://tinyurl.com/FEB2025PUBLICATION>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

