

Republic of the Philippines
PHILIPPINE NATIONAL OIL COMPANY
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 NATIONAL OIL COMPANY in the CSC website:

Date:

September 23, 2024


OLIVER B. BUTALID

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	Public Relations Officer V	24	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	Oral and Written Communication, Critical Thinking, Innovation and Creativity, Problem Solving and Decision Making, Network and Collaboration, Stakeholders Relationship Management	Strategy Management Office- Corporate Relations Division/ Taguig City
2	Bill Collector	93	JG 5	15,586.00	Completion of 2 years studies in College	None Required	None Required	Career Service Sub-Professional/ First Level Eligibility	Document and Records Management. Expert in the preparation of billing documents and transaction reports.	Energy Supply Base Department-Administrative Division/ Mabini, Batangas
3	Chief Administrative Officer	175	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	Expert in RA 9184 and with Procurement Specialist Certification Course Level III (Advanced)	Administrative Services Department - Procurement Management Division/ Taguig City
4	Administrative Officer III	182	JG 11	46,725.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	General Services Administration, Health and Safety Management and Security Management. Experience in government procurement process or RA 9184 is required particularly in the drafting of bidding documents.	Administrative Services Department - General Services Division - Building and Facilities Management Section/ Taguig City

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5	Records Officer II	190	JG 9	31,320.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Communication (Oral and Written), Document and Records Management, Innovation and Creatively	Administrative Services Department - General Services Division - Records Management Section/ Taguig City

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 October 3, 2024.

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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

OLIVER B. BUTALID
 President & CEO
 PNOG Building / Energy Center, Rizal Drive,
 BGC, Taguig
pnoc.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.