

Republic of the Philippines  
**PHILIPPINE STATE COLLEGE OF AERONAUTICS**  
**Request for Publication of Vacant Positions**

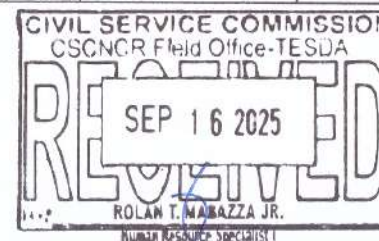
To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the PHILIPPINE STATE COLLEGE OF AERONAUTICS:

*Teresa S. Rosales*  
MA. TERESA S. ROSALES, Ed. D.  
HRMO

Date: 16-Sep-25

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Officer V	PSCAB-ADOF5-1-2025	18	51304	Bachelor's Degree relevant to the job	Eight (8) Hours of relevant training	Two (2) years of relevant experience	Career Service Professional/Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR



2	Administrative Officer V	PSCAB- ADOF5-2- 2025	18	51304	Bachelor's Degree relevant to the job	Eight (8) Hours of relevant training	Two (2) years of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
									Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	
	Administrative Officer IV	PSCAB- ADOF4-7- 2025	15	40208	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
4	Administrative Officer IV	PSCAB- ADOF4-8- 2025	15	40208	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
5	Internal Auditor II	PSCAB- IAUD2-4- 2025	15	40208	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Integrity, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR





6	Information Officer II	PSCAB- INFO2-3- 2025	15	40208	Bachelor's Degree	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing People, Strategic Planning, Leadership skills, Leading Innovation & Directing and Managing Change	NCR
7	Project Development Officer II	PSCAB- PDO2-6- 2025	15	40208	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing People, Strategic Planning, Leadership skills, Leading Innovation & Directing and Managing Change	NCR
	Planning Officer II	PSCAB- PLO2-5-2025	15	40208	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Excellent oral and communication skills, Proficiency in Digital and Computer Literacy, Analytical and Strategic Thinking, With ability to strategize and implement communication plans, manage public image, handle media relation and create engaging content various platforms	NCR



9	Administrative Officer III	PSCAB- ADOF3-9- 2025	14	37024	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
10	Administrative Officer III	PSCAB- ADOF3-10- 2025	14	37024	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
11	Administrative Officer III	PSCAB- ADOF3-11- 2025	14	37024	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
12	Administrative Officer II	PSCAB- ADOF2-12- 2025	11	30024	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR





13	Administrative Officer II	PSCAB- ADOF2-13- 2025	11	30024	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
14	Administrative Officer I	PSCAB- ADOF1-14- 2025	10	25586	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
15	Administrative Officer I	PSCAB- ADOF1-15- 2025	10	25586	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR
16	Administrative Officer I	PSCAB- ADOF1-16- 2025	10	25586	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	NCR



17	Administrative Assistant III	PSCAB- ADAS3-17- 2025	9	23226	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
18	Administrative Assistant III	PSCAB- ADAS3-18- 2025	9	23226	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
19	Administrative Assistant II	PSCAB- ADAS2-19- 2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
20	Administrative Assistant II	PSCAB- ADAS2-20- 2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
21	Administrative Assistant II	PSCAB- ADAS2-21- 2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR





22	Administrative Assistant I	PSCAB- ADAS1-22- 2025	7	20110	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
23	Administrative Aide VI	PSCAB- ADA6-23- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
24	Administrative Aide VI	PSCAB- ADA6-24- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
25	Administrative Aide VI	PSCAB- ADA6-25- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
26	Administrative Aide VI	PSCAB- ADA6-26- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR




27	Administrative Aide VI	PSCAB- ADA6-27- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
28	Administrative Aide VI	PSCAB- ADA6-28- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
29	Administrative Aide VI	PSCAB- ADA6-29- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
30	Administrative Aide VI	PSCAB- ADA6-30- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
31	Administrative Aide VI	PSCAB- ADA6-31- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR





32	Administrative Aide VI	PSCAB-ADA6-32-2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
33	Administrative Aide VI	PSCAB-ADA6-33-2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
34	Administrative Aide VI	PSCAB-ADA6-34-2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	NCR
35	Administrative Officer IV	PSCAB-ADO4-9-2025	15	40208	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region III
36	Administrative Officer III	PSCAB-ADO3-12-2025	14	37024	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region III

37	Administrative Officer II	PSCAB- ADOF2-14- 2025	11	30024	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region III
										
38	Administrative Officer I	PSCAB- ADOF1-17- 2025	10	25586	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region III
39	Administrative Assistant III	PSCAB- ADAS3-19- 2025	9	23226	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional)/1 st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region III
40	Administrative Assistant II	PSCAB- ADAS2-22- 2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional)/1 st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region III
41	Administrative Assistant II	PSCAB- ADAS2-23- 2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional)/1 st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region III



42	Administrative Assistant I	PSCAB- ADAS1-23- 2025	7	20110	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region III
43	Administrative Aide VI	PSCAB- ADA6-35- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region III
44	Administrative Aide VI	PSCAB- ADA6-36- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region III
45	Administrative Aide VI	PSCAB- ADA6-37- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region III
46	Administrative Officer IV	PSCAB- ADOF4-10- 2025	15	40208	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region IV-A

47	Administrative Officer III	PSCAB- ADOF3-13- 2025	14	37024	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region IV-A
48	Administrative Officer II	PSCAB- ADOF2-15- 2025	11	30024	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region IV-A
49	Administrative Officer I	PSCAB- ADOF1-18- 2025	10	25586	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/S econd level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region IV-A
50	Administrative Assistant III	PSCAB- ADAS3-20- 2025	9	23226	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional)/1 st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region IV-A





51	Administrative Assistant II	PSCAB- ADAS2-24- 2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region IV-A
52	Administrative Assistant II	PSCAB- ADAS2-25- 2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region IV-A
53	Administrative Assistant I	PSCAB- ADAS1-24- 2025	7	20110	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region IV-A
54	Administrative Aide VI	PSCAB- ADA6-38- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region IV-A
55	Administrative Aide VI	PSCAB- ADA6-39- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region IV-A



56	Administrative Aide VI	PSCAB- ADA6-40- 2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region IV-A
57	Administrative Officer IV	PSCAB- ADOF4-11- 2025	15	40208	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region VII
58	Administrative Officer III	PSCAB- ADOF3-14- 2025	14	37024	Bachelor's Degree relevant to the job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service Professional/Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region VII
59	Administrative Officer II	PSCAB- ADOF2-16- 2025	11	30024	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region VII





60	Administrative Officer I	PSCAB-ADOF1-19-2025	10	25586	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Emotional maturity, Health, Safety and Risk Management, Stress Management, Values and Ethics	Region VII
					Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region VII
	Administrative Assistant III	PSCAB-ADAS3-21-2025	9	23226	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region VII
62	Administrative Assistant II	PSCAB-ADAS2-26-2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region VII
	Administrative Assistant II	PSCAB-ADAS2-27-2025	8	21448	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) Hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region VII
64	Administrative Assistant I	PSCAB-ADAS1-25-2025	7	20110	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region VII

65	Administrative Aide VI	PSCAB-ADA6-41-2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region VII
66	Administrative Aide VI	PSCAB-ADA6-42-2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region VII
67	Administrative Aide VI	PSCAB-ADA6-43-2025	6	18957	Completion of two-year studies in College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/1st Level Eligibility	Demonstrating Personal Effectiveness, Delivering Service Excellence, Managing Information, Solving problem and decision making	Region VII

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than September 26, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.*

*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle*





QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

MA. TERESA S. ROSALES, Ed. D.  
SAO, Director for HRMSD  
PhilSCA, Piccio Garden, Villamor, Pasay City  
<https://tinyurl.com/PhilSCARec>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

