



Palawan Council for Sustainable Development Staff (PCSDS)

NOTICE OF VACANCY

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	Accountant II	PCSDSB-A2-8-2023	16	39,672	Bachelor's Degree in Commerce/ Business Administration major in accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Administrative and Finance Division (AFD)
2	Information Systems Analyst II	PCSDSB-INFOSA2-9-2023	16	39,672	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Division (AFD)
3	Administrative Assistant V (Data Controller III)	PCSDSB-ADAS5-11-2004	11	27,000	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Data Encoder (MC 11, s. 1996 - Cat I) / Career Service (Sub-professional) / First Level Eligibility	N/A	Administrative and Finance Division (AFD)
4	Project Development Officer I	PCSDSB-PDO1-3-2023	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	ECAN Policy Research and Planning Division (EPRPD)
5	Project Development Officer I	PCSDSB-PDO1-4-2023	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	ECAN Monitoring and Evaluation Division (EMED)
6	Project Development Officer I	PCSDSB-PDO1-6-2023	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	ECAN Zones Management and Enforcement Division (EZMED)



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7	Project Development Officer I	PCSDSB-PDO1-5-2023	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	ECAN Education and Extension Division (EEED)
8	Project Development Officer II	PCSDSB-PDO2-2-1998	15	36,619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	ECAN Education and Extension Division (EEED)
9	Project Development Officer II	PCSDSB-PDO2-5-2023	15	36,619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	District Management Division (Calamian)
10	Project Development Officer II	PCSDSB-PDO2-7-2023	15	36,619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	District Management Division (North)
11	Project Development Officer II	PCSDSB-PDO2-6-1998	15	36,619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	District Management Division (South)
12	Project Development Officer II	PCSDSB-PDO2-6-2023	15	36,619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	District Management Division (South)

Interested and qualified applicants should signify their interest in writing addressed to Niño Rey C. Estoya, MNSA, CESE, Acting Executive Director, **specifying the position title, item number and place of assignment.**



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Please attach the following primary documents to the application letter and send to the address below not later than **June 16, 2023**.

Primary Documentary Requirements:

1. Fully accomplished Personal Data Sheet (PDS) duly sworn to with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Work Experience Sheet (Attachment to CS form 212 revised 2017);
3. Photocopy of Original Transcript of Records (TOR);
4. Photocopy of Original certificate of eligibility/rating/license;
5. Photocopy of Training Certificates (to support the trainings listed in page 3 of PDS);
6. Performance rating in the last rating period (if applicable);

We further advise that the following documents be on hand and ready once requested:

1. Authenticated Certificate of Eligibility;
2. Photocopy of NBI and Police Clearance;
3. Certificate/s of Employment with Duties and Responsibilities from the previous/present employer/s (if applicable) to support the PDS Attachment Work Experience Sheet;

All interested and eligible applicants, including Persons with Disabilities (PWD), members of indigenous communities, people of all Sexual Orientation, Gender Identity, and Gender Expression (SOGIE), and religious affiliations, are strongly encouraged to apply.

APPLICATIONS WITH INCOMPLETE PRIMARY DOCUMENTS SHALL NOT BE ENTERTAINED.