

Republic of the Philippines
PHILIPPINE COAST GUARD
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE COAST GUARD in the CSC website:

MS JOAN M AZORES										
HRMO										
Date: August 5, 2024										
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 (HUMAN RESOURCE MANAGEMENT OFFICER IV) *** Reposting from the previous posting are required to re-signify their intent to apply ***Applicants	PCG-DOTrB-SADOF-17-2017	22	71511	Bachelor's Degree	16 hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NUP Affairs Office
2	INTELLIGENCE OFFICER IV ACCOUNTANT IV	PCG-DOTrB-INTEL04-24-2017	22	71511	Bachelor's Degree	16 hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Deputy Chief of Coast Guard Staff for Intelligence, CG-2
3	***Note: (This appointment is subject to the outcome of the case of the incumbent.)	PCG-DOTrB-A4-74-2019	22	71511	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	Three (3) years of relevant experience	RA 1080	N/A	Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6
4	ACCOUNTANT I	PCG-DOTrB-A1-23-2017	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6
5	ACCOUNTANT I	PCG-DOTrB-A1-24-2017	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6
6	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	PCG-DOTrB-ADAS2-29-2017	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6
7	ACCOUNTANT I	PCG-DOTrB-A1-1-2019	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Coast Guard District Southern Tagalog (LFMC)
8	ACCOUNTANT II *** Reposting from the previous posting are required to re-signify their intent to apply ***Applicants	PCG-DOTrB-A2-67-2019	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Coast Guard District Palawan
9	ACCOUNTANT I	PCG-DOTrB-A1-6-2019	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Coast Guard District Palawan (LFMC)
10	ACCOUNTANT I	PCG-DOTrB-A1-8-2019	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Coast Guard District Northwestern Luzon (LFMC)
11	ACCOUNTANT I	PCG-DOTrB-A1-10-2019	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Coast Guard District Bicol (LFMC)
12	ACCOUNTANT I	PCG-DOTrB-A1-11-2019	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Coast Guard District Southern Mindanao (LFMC)
13	ACCOUNTANT I *** Reposting from the previous posting are required to re-signify their intent to apply ***Applicants	PCG-DOTrB-A1-4-2019	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Coast Guard District Northeastern Mindanao
14	ACCOUNTANT I	PCG-DOTrB-A1-5-2019	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Coast Guard District BARMM (LFMC)
15	ACCOUNTANT II	PCG-DOTrB-A2-65-2019	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Coast Guard District Eastern Visayas (LFMC)
16	ADMINISTRATIVE OFFICER I	PCG-DOTrB-ADOF1-15-2019	10	23176	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Coast Guard District Northeastern Luzon (FSU)
17	ADMINISTRATIVE ASSISTANT V (ELECTRONICS & COMMUNICATIONS EQUIPMENT TECHNICIAN III)	PCG-DOTrB-ADAS5-32-2017	11	27000	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	Career Service (Subprofessional) Electronics Equipment Technician (MC 10 s. 13 CAT II)	N/A	Coast Guard Weapons, Communications, Electronics and Information Systems Command
18	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	PCG-DOTrB-ADA1-20-2017	1	13000	Must be able to read and write	None required	None required	None required (MC 10 s. 13 CAT III)	N/A	Coast Guard Weapons, Communications, Electronics and Information Systems Command
19	ENGINEER III	PCG-DOTrB-ENG3-24-2017	19	51357	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Coast Guard Infrastructure Development Service
20	COMPUTER PROGRAMMER I *** Reposting from the previous posting are required to re-signify their intent to apply ***Applicants	PCG-DOTrB-COMPRO1-29-2017	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Deputy Chief of Coast Guard Staff for International Affairs, CG-5

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 August 19, 2024.

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

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

MS JOAN M AZORES
Administrative Officer IV
National Headquarters Philippine Coast Guard 139 25th St., Port Area, Manila
nupaffairsrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.