



MEMORANDUM

FOR : **MARK T. LAPID**
Chief Operating Officer

FROM : **The Manager**
Corporate Planning Department

SUBJECT: Request to fill-up Vacant Positions

DATE : 25 January 2021

This is to request permission to fill-up the following vacant positions at the Corporate Planning Department:

Position Title	Salary Grade	Item No.	Division	Remarks
Division Manager A	SG 24	TIEZA-COPD-064	Monitoring and Evaluation Division	Posted at CSC Job Portal on 21 Sept. 2020 with a closing date on 15 October 2020. Note: For Reposting
Corporate Planning Analyst	SG 13	TIEZA-COPD-062	Strategic Planning Division	Vacated by the late Ms. Ezra Nicole C. Basto

With the reassignment of Ms. Anna Leah R. Bayot, SPD Division Manager, to the Office of the COO, and the sudden demise of SPD Corporate Planning Analyst Ms. Ezra Nicole C. Basto, it is crucial to beef up manpower of the Division to carry out various critical strategic planning activities, more so, that other SPD staff are also facing various health issues and concerns during this pandemic.

Hoping for your consideration and approval, COO Mark.

Unlimited thanks.


FRANCIS RANDY J. HORTELANO

Approved by:

MARK T. LAPID
Chief Operating Officer

Place of Assignment :	Corporate Planning Department / Monitoring and Evaluation Division
Position Title :	Division Manager A
Plantilla Item No. :	TIEZA-COPD-064
Salary/Job/Pay Grade :	24
Monthly Salary :	Php 83,406.00
Eligibility :	Career Service (Professional) / Second Level Eligibility
Education :	Master's Degree or Certificate in Leadership and Management from the CSC
Training :	4 years of supervisory management experience
Work Experience :	40 hours of supervisory management and development intervention
Competency :	*Formulation of Organization's Integrated Development Plans and Programs *Risk Assessment and Management

Instructions/Remarks :

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 15, 2020.

Documents:

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:

ROSANNA M. OLGADO

Manager, Administrative Services Department

6th Floor, Tower 1, Double Dragon Plaza, Diosdado Macapagal Ave. cor. EDSA Extension, Bay Area
hrsdtieza@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.