CS Form No. 9
Revised 2025

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

Republic of the Philippines
OFFICE OF THE OMBUDSMAN
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 OFFICE OF THE OMBUDSMAN:

Original Sgd.
FLORIZA A. BRIONES
Director IV, Central Administrative Service
Date: 8-Jun-26

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	Information Officer III	OMBA-INFO3-9-2013	18	53,818.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd Level Eligibility		Public Information Division (PID), Public Information and Media Relations Bureau (PIMRB) - CENTRAL OFFICE

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 June 18, 2026

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.

Other requirements:

1. Certificate of trainings/ seminars attended;
2. Service record and/or certificates from previous/ present employers stating the position/s assumed and corresponding actual duties and responsibilities (if applicable);
3. Statement duly signed by the applicant as to any relative(s) within the fourth degree of consanguinity or affinity, currently employed with the Office of the Ombudsman;
4. NBI clearance; and
5. Police clearance from the police station nearest the current residence of the applicant.

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 (EOP).

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:

LOTIS LEE F. AGUIRRE
Chief Administrative Officer, HRMD Central Office

Office of the Ombudsman, Sen. Miriam Defensor-Santiago Ave., Diliman, Quezon City
89267161/ 89268751; hrmdhiring@ombudsman.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.