

Republic of the Philippines  
PHILIPPINE POSTAL CORPORATION  
**NOTICE OF POSTING OF VACANT POSITIONS**

Date: **MAR 02 2026**

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
FINANCIAL ANALYST I	278	11	31470.9	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Eligibility	Postshop, Philately and Museum Div., Business Lines Dept.
CREATIVE ARTS SPECIALIST II	276	15	41889.3	Bachelor's Degree relevant to the job	Four (4) hrs. of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Eligibility	Postshop, Philately and Museum Div., Business Lines Dept.
SUPERVISING POSTAL SERVICE OFFICER	272	21	92498.2	Bachelor's Degree	Sixteen (16) hrs. of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Eligibility	Postshop, Philately and Museum Div., Business Lines Dept.

Interested and qualified applicants should signify their interest in writing. **Indicate the Item Number and Place of Assignment of the position applied for.** Attach the following documents to the application letter and send to the address below not later than MAR 12 2026.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Work Experience Sheet (Attachment to CSC Form No. 212)
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

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

**JAYSON G. CU**

Manager

PHLPost - Central Office

[philposthrmd@gmail.com](mailto:philposthrmd@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Prepared by:**

**JAYSON G. CU**

Manager, Human Resource Mgmt. Dept.

**Recommending Approval:**

**CAROL C. TERRADO**

Acting APMG for Administration & Finance

**APPROVED:**

**MAXIMO C. STA. MARIA III**

Acting Postmaster General & CEO