

Republic of the Philippines
PROCUREMENT SERVICE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

ABIGAIL ANN O. ALICDAN-ESPERE

HRMO

Date: June 23, 2023

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	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
2	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - Luzon, PS- DBM, Paco, Manila
3	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - Visayas, PS- DBM, Paco, Manila
4	Information Systems Analyst II	N/A	16	36,672.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	E-Government Procurement Development and Operations Division, PhilGEPS Office, PS- DBM, New Manila, Quezon City

5	Procurement Management Officer VI	N/A	24	90,078.00	Master's degree or Certificate of Leadership/Management from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Procurement Division X, PS-DBM, Paco, Manila
6	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Procurement Division IV, PS-DBM, Paco, Manila
7	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division IV, PS-DBM, Paco, Manila
8	Procurement Management Officer II (Anticipated Vacancy)	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division VIII, PS-DBM, Paco, Manila
9	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division IX, PS-DBM, Paco, Manila
10	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division IV, PS-DBM, Paco, Manila
11	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division V, PS-DBM, Paco, Manila
12	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division VI, PS-DBM, Paco, Manila
13	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division X, PS-DBM, Paco, Manila
14	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division X, PS-DBM, Paco, Manila
15	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	N/A	Comptroller Division, PS-DBM, Paco, Manila
16	Administrative Officer V (Anticipated Vacancy)	N/A	18	46,725.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	Comptroller Division, PS-DBM, Paco, Manila

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 September 23, 2023

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.

For further details, you may visit <https://ps-philgeps.gov.ph/home/index.php/about-ps/careers>

Send the application to <https://forms.gle/2ikXtdhkmb7zJmKP7>

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

ABIGAIL ANN O. ALICDAN-ESPERE

OIC-Division Chief, HRDD

RR Road, Cristobal St., Paco, Manila

hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.