

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	Supervising Administrative Officer (Anticipated Vacancy)	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours relevant	3 years relevant	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila
2	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	Planning and Budget Division, PS-DBM, Paco, Manila
3	Procurement Management Officer II (Anticipated Vacancy)	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila
4	Procurement Management Officer I (Anticipated Vacancy)	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila
5	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Depot Management Division - Mindanao, PS-DBM, Paco, Manila

6	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - Mindanao, PS-DBM, Paco, Manila
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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](http://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/wgfpmBmQQiW5jfQv9>

**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](mailto:hrddrsp@ps-philgeps.gov.ph)

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