

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: November 17, 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	Information Technology Officer III	N/A	24	90,078.00	Master's Degree or Certificate of Leadership/Management from the CSC	40 hours of supervisory/management learning and development	4 years of supervisory/management experience	None required	N/A	E-Gov Procurement Development and Operations Division, PS-DBM, PhilGEPS Office, New Manila, Quezon City
2	Executive Assistant III	N/A	20	57,347.00	Bachelor's degree	8 hours relevant	2 years relevant	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
3	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
4	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Research and Planning Division, PS-DBM, PhilGEPS Office, New Manila, Quezon City
5	Computer Programmer II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
6	Computer Maintenance Technologist II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila

7	Administrative Officer IV	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	Planning and Budget Division, 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 November 28, 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/mDR4TZ7GXbTf3xa47>

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.