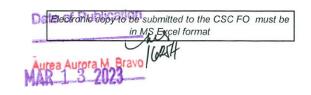
CS Form No. 9 Revised 2018

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



To: CIVIL SERVICE COMMISSION (CSC)

050 = FO Olice of the President

We hereby request the publication of the following vacant positions, which are authorized to be filled	, at the PROCUREMENT SERVICE in the CSC website:	
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Date: 13-Mar-23

	Position Title	Dientille	Salary/	Monthly		Quali	fication Standards			
No.	(Parenthetical Title, if applicable) Plantilla Item No.		Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant III	N/A	9	21,211.00	Completion of two- year studies in college or HS graduate with relevant vocational/ trade course	4 hours relevant	1 year relevant	None required	N/A	Office of the Regional Operations Group, PS- DBM, Paco, Manila
2	Procurement Management Officer VI	N/A	24	90,078.00	Master's Degree or Certificate of Leadership/Manage ment from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Depot Management Division - Luzon, PS- DBM, Manila
3	Procurement Management Officer IV (Anticipated Vacancy)	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Depot Management Division - Luzon, PS- DBM, Manila

Procurement Depot Management Management Officer I N/A Bachelor's Degree Division - Luzon, PS-11 27,000.00 None required None required None required N/A (Anticipated Vacancy) DBM, Manila Master's Degree or 40 hours in 4 years in Depot Management Procurement Certificate of Division - Visavas, PS-N/A 24 90,078.00 management and management and None required N/A Management Officer VI Leadership/Manage supervision supervision DBM, Manila ment from the CSC Procurement Depot Management Management Officer I Division - Visayas, PS-N/A 11 27,000.00 Bachelor's Degree None required None required None required N/A DBM. Manila (Anticipated Vacancy) Master's Degree or 40 hours in 4 years in Depot Management Procurement Certificate of Division - Mindanao. N/A 24 90.078.00 management and management and None required N/A Management Officer VI Leadership/Manage PS-DBM, Manila supervision supervision ment from the CSC Master's Degree or Depot Management 4 years in 40 hours in Division - Luzon Procurement Certificate of N/A management and management and 24 90,078.00 None required N/A Management Officer VI Leadership/Manage (NCR), PS-DBM, supervision supervision ment from the CSC Manila Bachelor's degree in Depot Management RA 1080 Commerce/ Division - Luzon (Certified 9 Accountant II N/A 16 39,672.00 Business 4 hours relevant 1 year relevant N/A (NCR), PS-DBM, **Public** Administration major Accountant) Manila in Accounting Depot Management Procurement Division - Luzon 10 Management Officer III N/A 4 hours of training 16 39,672.00 Bachelor's Degree 1 year experience None required N/A (NCR), PS-DBM, (Anticipated Vacancy) Manila

Depot Management Procurement Division - Luzon 11 N/A Bachelor's Degree 11 27.000.00 None required None required None required NA Management Officer I (NCR), PS-DBM, Manila Master's Degree or 4 years in 40 hours in Depot Management Procurement Certificate of N/A 24 90.078.00 management and management and Division - CAR None required N/A Management Officer VI Leadership/Manage supervision supervision (Baguio), Baguio City ment from the CSC Administrative Officer Depot Management Bachelor's Degree 13 IV (Anticipated N/A 36,619.00 15 4 hours relevant 1 year relevant None required N/A Division - CAR relevant to the job Vacancy) (Baguio), Baguio City **Depot Management** Master's Degree or Division - Regional 40 hours in 4 years in Certificate of Procurement N/A 24 90,078.00 management and management and None required N/A Depot I (La Union), Management Officer VI Leadership/Manage San Fernando City, La supervision supervision ment from the CSC Union Bachelor's degree in Depot Management RA 1080 Commerce/ Division - Regional Accountant II (Certified N/A Business 1 year relevant Depot I (La Union), 16 39.672.00 4 hours relevant N/A (Anticipated Vacancy) **Public** Administration major San Fernando City, La Accountant) in Accounting Union Depot Management Division - Regional Procurement N/A 4 hours of training 16 39,672.00 Bachelor's Degree N/A Depot I (La Union), 1 year experience | None required Management Officer III San Fernando City, La Union Depot Management Division - Regional Administrative Officer Bachelor's Degree 17 IV (Anticipated 36,619.00 N/A Depot I (La Union), 15 4 hours relevant 1 year relevant None required N/A relevant to the job Vacancy) San Fernando City, La Union

Depot Management Division - Regional Procurement 18 N/A 11 27,000.00 Bachelor's Degree None required None required Depot I (La Union), None required N/A Management Officer I San Fernando City, La Union Depot Management Master's Degree or 40 hours in 4 years in Division - Regional Procurement Certificate of 19 N/A 24 90.078.00 management and management and None required N/A Depot II Management Officer VI Leadership/Manage supervision supervision (Tuguegarao), ment from the CSC Tuguegarao City Bachelor's degree in Depot Management RA 1080 Commerce/ Division - Regional (Certified 20 Accountant II N/A 39,672.00 16 Business 4 hours relevant 1 year relevant N/A Depot II Public Administration major (Tuquegarao). Accountant) in Accounting Tuguegarao City **Depot Management** Master's Degree or 40 hours in 4 years in Division - Regional Procurement Certificate of N/A 24 90.078.00 management and management and None required N/A Depot III (Pampanga). Management Officer VI Leadership/Manage San Fernando City, supervision supervision ment from the CSC Pampanga Bachelor's degree in **Depot Management** RA 1080 Commerce/ Division - Regional (Certified 22 Accountant II N/A 16 39,672.00 Business 4 hours relevant Depot III (Pampanga), 1 year relevant N/A **Public** Administration major San Fernando City, Accountant) in Accounting Pampanga Depot Management Division - Regional Procurement N/A 4 hours of training 16 39.672.00 Bachelor's Degree 1 year experience Depot III (Pampanga), None required N/A Management Officer III San Fernando City, Pampanga Master's Degree or Depot Management 40 hours in 4 years in Procurement Certificate of Division - Regional N/A 24 90,078.00 management and management and None required N/A Management Officer VI Leadership/Manage Depot V (Legazpi), supervision supervision ment from the CSC Legazpi City

25	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's Degree	16 hours of training	3 years experience	None required	N/A	Depot Management Division - Regional Depot V (Legazpi), Legazpi City
26	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - Regional Depot V (Legazpi), Legazpi City
27	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - Regional Depot V (Legazpi), Legazpi City
28	Administrative Assistant III	N/A	9	21,211.00	Completion of two- year studies in college or HS graduate with relevant vocational/ trade course	4 hours relevant	1 year relevant	None required	N/A	Depot Management Division - Regional Depot V (Legazpi), Legazpi City
29	Procurement Management Officer VI	N/A	24	90,078.00	Master's Degree or Certificate of Leadership/Manage ment from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Depot Management Division - Regional Depot VII (Cebu), Cebu City
30	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours relevant	2 years relevant	None required	N/A	Depot Management Division - Regional Depot VII (Cebu), Cebu City
31	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - Regional Depot VII (Cebu), Cebu City

Depot Management Procurement Division - Regional 32 N/A 13 31,320.00 Bachelor's Degree None required None required None required N/A Management Officer II Depot VII (Cebu), Cebu City Depot Management Procurement Division - Regional N/A 11 27,000.00 Bachelor's Degree None required None required None required N/A Management Officer I Depot VII (Cebu), Cebu City Master's Degree or Depot Management 40 hours in 4 years in Procurement Certificate of Division - Regional 90,078.00 N/A 24 management and management and None required N/A Management Officer VI Leadership/Manage Depot VIII (Tacloban), supervision supervision ment from the CSC Tacloban City Bachelor's degree in RA 1080 Depot Management Commerce/ (Certified Division - Regional 35 Accountant II N/A 16 39,672.00 Business 4 hours relevant 1 year relevant N/A Depot VIII (Tacloban), **Public** Administration major Accountant) Tacloban City in Accounting Depot Management Procurement Division - Regional N/A 16 39,672.00 Bachelor's Degree 4 hours of training 1 year experience None required N/A Management Officer III Depot VIII (Tacloban). Tacloban City Depot Management Administrative Aide VI Elementary school Division - Regional N/A 6 17.553.00 None required None required None required N/A (Utility Foreman) graduate Depot VIII (Tacloban), Tacloban City Depot Management Master's Degree or 40 hours in Division - Regional 4 years in Procurement Certificate of N/A 24 90,078.00 management and management and None required N/A Depot X (Cagayan De Management Officer VI Leadership/Manage supervision supervision Oro), Cagayan De Oro ment from the CSC City

Depot Management Division - Regional Procurement 3 years 39 N/A 22 71,511.00 Bachelor's Degree 16 hours of training None required N/A Depot X (Cagayan De Management Officer V experience Oro), Cagayan De Oro City Depot Management Division - Regional Procurement N/A Bachelor's Degree 4 hours of training 16 39,672.00 year experience N/A Depot X (Cagayan De None required Management Officer III Oro), Cagayan De Oro City Depot Management Division - Regional Administrative Aide VI Elementary school N/A 17,553.00 6 None required Depot X (Cagayan De None required None required N/A (Utility Foreman) graduate Oro), Cagayan De Oro City Depot Management Division - Regional Administrative Aide VI Elementary school N/A 6 17,553.00 None required None required None required N/A Depot X (Cagayan De (Utility Foreman) graduate Oro), Cagayan De Oro City Master's Degree or Depot Management 40 hours in 4 years in Certificate of Procurement Division - Regional N/A 24 90.078.00 management and N/A management and None required Management Officer VI Leadership/Manage Depot XI (Davao), supervision supervision ment from the CSC Davao City Master's Degree or **Depot Management** 40 hours in 4 years in Certificate of Procurement Division - Regional N/A 24 90,078.00 management and None required management and N/A Management Officer VI Leadership/Manage Depot XII (Koronadal). supervision supervision ment from the CSC Koronadal City Depot Management Procurement Division - Regional N/A 19 Bachelor's Degree 51.357.00 8 hours relevant 2 years relevant None required N/A Management Officer IV Depot XII (Koronadal), Koronadal City

46	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Regional Depot XII (Koronadal), Koronadal City
47	Administrative Assistant III	N/A	9	21,211.00	Completion of two- year studies in college or HS graduate with relevant vocational/ trade course	4 hours relevant	1 year relevant	None required	N/A	Depot Management Division - Regional Depot XII (Koronadal), Koronadal City
48	Procurement Management Officer VI	N/A	24	90,078.00	Master's Degree or Certificate of Leadership/Manage ment from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Depot Management Division - Regional Depot XIII (Butuan), Butuan City
49	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's Degree	16 hours of training	3 years experience	None required	N/Ą	Depot Management Division - Regional Depot XIII (Butuan), Butuan City
50	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - Regional Depot XIII (Butuan), Butuan City
51	Supervising Administrative Officer	N/A	22	71,511.00	Bachelor's Degree relevant to the job	16 hours relevant	3 years relevant	None required	N/A	Comptroller Division, PS-DBM, Manila
52	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	RA 1080 (Certified Public Accountant)	N/A	Comptroller Division, PS-DBM, Manila

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Bachelor's degree in RA 1080 Commerce/ (Certified Comptroller Division, 53 Accountant I N/A 12 29,165.00 Business None required None required N/A Public PS-DBM, Manila Administration major Accountant) in Accounting Bachelor's Degree Comptroller Division, 27,000.00 54 Administrative Officer II N/A None required None required None required N/A 11 relevant to the job PS-DBM, Manila Bachelor's Degree Comptroller Division, 55 Administrative Officer II N/A 27,000.00 None required None required None required N/A 11 relevant to the job PS-DBM, Manila Comptroller Division, Bachelor's Degree 56 Administrative Officer II N/A 11 27,000.00 None required None required None required N/A relevant to the job PS-DBM, Manila Master's Degree or 40 hours in 4 years in General Services Chief Administrative Certificate of 57 Division, PS-DBM, N/A 24 90,078.00 N/A management and management and None required Officer Leadership/Manage supervision supervision Manila ment from the CSC Completion of twoyear studies in General Services Senior Administrative college or HS N/A Division, PS-DBM, 18 46,725.00 24 hours relevant N/A 4 years relevant None required graduate with Assistant V Manila relevant vocational/ trade course Completion of twovear studies in General Services college or HS Administrative Division, PS-DBM, N/A 11 27,000.00 8 hours relevant 2 years relevant None required N/A Assistant V graduate with Manila relevant vocational/ trade course

60	Administrative Assistant V	N/A	11	27,000.00	Completion of two- year studies in college or HS graduate with relevant vocational/ trade course	8 hours relevant	2 years relevant	None required	N/A	General Services Division, PS-DBM, 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 May 13, 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/Lxbtehqo61tA6vm17

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

	JOSE RAFAEL M. MAGNO
	OIC-Division Chief, HRDD
RR	Road, Cristobal St., Paco, Manila
	hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.