

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Aurea Aurora M. Bravo  
MAR 13 2023

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:

CSG - FO Office of the President

JOSE RAFAEL M. MAGNO  
HRMO

Date: 13-Mar-23

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	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/Management 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

4	Procurement Management Officer I (Anticipated Vacancy)	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Luzon, PS-DBM, Manila
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	Depot Management Division - Visayas, PS-DBM, Manila
6	Procurement Management Officer I (Anticipated Vacancy)	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Visayas, PS-DBM, Manila
7	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	Depot Management Division - Mindanao, PS-DBM, Manila
8	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	Depot Management Division - Luzon (NCR), PS-DBM, Manila
9	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 - Luzon (NCR), PS-DBM, Manila
10	Procurement Management Officer III (Anticipated Vacancy)	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - Luzon (NCR), PS-DBM, Manila



11	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	NA	Depot Management Division - Luzon (NCR), PS-DBM, Manila
12	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	Depot Management Division - CAR (Baguio), Baguio City
13	Administrative Officer IV (Anticipated Vacancy)	N/A	15	36,619.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	Depot Management Division - CAR (Baguio), Baguio City
14	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	Depot Management Division - Regional Depot I (La Union), San Fernando City, La Union
15	Accountant II (Anticipated Vacancy)	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 I (La Union), San Fernando City, La Union
16	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 I (La Union), San Fernando City, La Union
17	Administrative Officer IV (Anticipated Vacancy)	N/A	15	36,619.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	Depot Management Division - Regional Depot I (La Union), San Fernando City, La Union

18	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Regional Depot I (La Union), San Fernando City, La Union
19	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	Depot Management Division - Regional Depot II (Tuguegarao), Tuguegarao City
20	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 II (Tuguegarao), Tuguegarao City
21	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	Depot Management Division - Regional Depot III (Pampanga), San Fernando City, Pampanga
22	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 III (Pampanga), San Fernando City, Pampanga
23	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 III (Pampanga), San Fernando City, Pampanga
24	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	Depot Management Division - Regional Depot V (Legazpi), 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/Management 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

32	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 VII (Cebu), Cebu City
33	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Regional Depot VII (Cebu), Cebu City
34	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	Depot Management Division - Regional Depot VIII (Tacloban), Tacloban City
35	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 VIII (Tacloban), Tacloban City
36	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 VIII (Tacloban), Tacloban City
37	Administrative Aide VI (Utility Foreman)	N/A	6	17,553.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - Regional Depot VIII (Tacloban), Tacloban City
38	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	Depot Management Division - Regional Depot X (Cagayan De Oro), Cagayan De Oro City



39	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 X (Cagayan De Oro), Cagayan De Oro City
40	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 X (Cagayan De Oro), Cagayan De Oro City
41	Administrative Aide VI (Utility Foreman)	N/A	6	17,553.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - Regional Depot X (Cagayan De Oro), Cagayan De Oro City
42	Administrative Aide VI (Utility Foreman)	N/A	6	17,553.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - Regional Depot X (Cagayan De Oro), Cagayan De Oro City
43	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	Depot Management Division - Regional Depot XI (Davao), Davao City
44	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	Depot Management Division - Regional Depot XII (Koronadal), Koronadal City
45	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 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/Management 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/A	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



53	Accountant I	N/A	12	29,165.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	N/A	Comptroller Division, PS-DBM, Manila
54	Administrative Officer II	N/A	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	None required	N/A	Comptroller Division, PS-DBM, Manila
55	Administrative Officer II	N/A	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	None required	N/A	Comptroller Division, PS-DBM, Manila
56	Administrative Officer II	N/A	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	None required	N/A	Comptroller Division, PS-DBM, Manila
57	Chief Administrative Officer	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	General Services Division, PS-DBM, Manila
58	Senior Administrative Assistant V	N/A	18	46,725.00	Completion of two-year studies in college or HS graduate with relevant vocational/ trade course	24 hours relevant	4 years relevant	None required	N/A	General Services Division, PS-DBM, Manila
59	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

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

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