

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

Date of Publication
APR 17 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:

CSC – FO Office of the President

JOSE RAFAEL M. MAGNO
HRMO

Date: 17-Apr-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	Training Specialist II	N/A	15	36,619.00	Bachelor's Degree	1 year relevant	4 hours relevant	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
2	Information Technology Officer II	N/A	22	71,511.00	Bachelor's degree relevant to the job	3 years relevant	16 hours relevant	None required	N/A	IT Research and Planning Division, PS-DBM, PhilGEPS Office, New Manila Quezon City
3	Information Technology Officer I	N/A	19	51,357.00	Bachelor's degree relevant to the job	2 years relevant	8 hours relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila

4	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
5	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
6	Administrative Aide IV (Driver II)	N/A	4	15,586.00	Elementary school graduate	None required	None required	Valid Professional Driver's License	N/A	Office of the Director for PhilGEPS Group, PS-DBM, Paco, Manila
7	Attorney III	N/A	21	63,997.00	Bachelor of Laws	1 year relevant	4 hours relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	N/A	Legal Division, PS-DBM, Paco, Manila
8	Attorney III	N/A	21	63,997.00	Bachelor of Laws	1 year relevant	4 hours relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	N/A	Legal 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 July 17, 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/LB1S2RcrJu3ekEGw7>

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.