

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: August 24, 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	Attorney V	N/A	25	102,690.00	Bachelor of Laws	40 hours in management and supervision	4 years in management and supervision	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	N/A	Legal Division, PS-DBM, Paco, Manila
2	Internal Auditor III	N/A	18	46,725.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	Internal Audit Division, PS-DBM, Paco, Manila
3	Administrative Aide IV (Driver II)	N/A	4	15,586.00	Elementary school graduate	None required	None required	None required	N/A	Office of the Director for Procurement Group, 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	Procurement Division V, PS-DBM, Paco, Manila
5	Procurement Management Officer II (Anticipated Vacancy)	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division X, PS-DBM, Paco, Manila

6	Information Systems Researcher III	N/A	17	43,030.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
7	Information Systems Analyst I	N/A	12	29,165.00	Bachelor's degree relevant to the job	None required	None required	None required	N/A	E-Gov. Procurement Development and Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
8	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
9	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
10	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila
11	Senior Administrative Assistant II (Anticipated Vacancy)	N/A	14	33,843.00	Completion of two-year studies in college or HS graduate with relevant vocational/trade course	16 hours relevant	3 years relevant	None required	N/A	General Services Division, PS-DBM, Paco, Manila
12	Heavy Equipment Operator II	N/A	6	17,553.00	High school graduate or completion of relevant vocational/trade course	None required	None required	MC No. 10. s. 2013	N/A	General Services 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 November 24, 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/UqZLekmjqY3JxPcA>

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.