

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

18 MAR 2024
GLADYS BRACER RIVERA

CSC - FO Office of the President

ABIGAIL ANN O. ALICDAN-ESPERE
HRMO

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.

Date: March 18, 2024

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	Chief Accountant	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	RA 1080 (Certified Public Accountant)	N/A	Comptroller Division, PS-DBM, Paco, Manila
2	Administrative Officer V	N/A	18	46,725.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	Comptroller Division, PS-DBM, Paco, Manila
3	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, Paco, Manila
4	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, Paco, Manila

5	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 I (La Union), PS-DBM, San Fernando, La Union
6	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), PS-DBM, Legazpi City
7	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 XI (Davao), PS-DBM, Davao City
8	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	None required	N/A	Depot Management Division - Regional Depot XIII (Butuan), PS-DBM, Butuan City
9	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	Comptroller Division, PS-DBM, Paco, Manila
10	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Planning and Budget Division, 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 March 30, 2024.

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.

Additional Information/Instruction:

- For further details, you may visit <https://ps-philgeps.gov.ph/home/index.php/about-ps/careers>
- Send the application to <https://forms.gle/vpVuAZjsiyqFxoQMA>

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

DENNIS S. SANTIAGO

Executive Director V

RR Road, Cristobal St., Paco, Manila

hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.