

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

Malacandang, Manila
RECEIVED

By: GLADYS GRACIE B. RIVERA

Date: 09 MAY 2024

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: May 09, 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	Information Technology Officer III	N/A	24	90,078.00	Master's degree or Certificate of Leadership/Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken	4 years of supervisory/management experience	None required	N/A	E-Government Procurement Development and Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
2	Information Technology Officer III	N/A	24	90,078.00	Master's degree or Certificate of Leadership/Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken	4 years of supervisory/management experience	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City

3	Information Technology Officer II	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours relevant	3 years relevant	None required	N/A	E-Government Procurement Development and Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
4	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	E-Government Procurement Development and Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
5	Computer Maintenance Technologist II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
6	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Procurement Division X, PS-DBM, Paco, Manila
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-Government Procurement Development and Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
8	Administrative Aide IV (Driver II)	N/A	4	15,586.00	Elementary school graduate	None required	None required	Professional Driver's License	N/A	Office of the Director for PhilGEPS Group, 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 May 22, 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>

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

GENMARIES S. ENTREDICHO-CAONG

OIC-Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/e8aJGxYJxR5PGzUx5>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.