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

By: 

Date: 15 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 15, 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	Attorney IV	N/A	23	80,003.00	Bachelor of Laws	8 hours relevant	2 years relevant	RA 1080 (Bar)	N/A	Legal Division, PS-DBM, Paco, Manila
2	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours relevant	1 year relevant	RA 1080 (Bar)	N/A	Legal Division, PS-DBM, Paco, Manila
3	Information Systems Analyst III	N/A	19	51,357.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
4	Computer Maintenance Technologist 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 Services Division, PS-DBM, Paco, Manila
5	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	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City

6	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, Paco, Manila
7	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 Administrative and Finance 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 27, 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](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.

**Additional Information/Instruction:**

- Position No. 5 is anticipated vacancy
- 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:

**DENNIS S. SANTIAGO**

Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/t6WudFSkEEYxLSBd6>

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