

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

Date of Publication

09 SEP 2024

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROCUREMENT SERVICE in the CSC website:

**ARNOLD JAMES M. DUPLA**  
HRMO

Date: 06-Sep-24

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	Deputy Executive Director V	N/A	29	173,962.00	Master's Degree or Certificate of Leadership/ Management from the CSC	120 hours of supervisory/ management learning and development intervention undertaken	5 years of supervisory/ management experience	None required	N/A	Office of the Deputy Executive Director for Operations, Logistics and Supply Chain, PS-DBM, Paco, Manila
2	Director IV	N/A	28	154,320.00	Master's Degree or Certificate of Leadership/ Management from the CSC	120 hours of supervisory/ management learning and development intervention undertaken	5 years of supervisory/ management experience	RA 1080 (Bar)	N/A	Office of the Director for Legal Office, PS-DBM, Paco, Manila
3	Procurement Management Officer VI	N/A	24	94,132.00	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	BAC Secretariat Division, PS-DBM, Paco, Manila
4	Procurement Management Officer VI	N/A	24	94,132.00	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	Planning and Budget Division, PS-DBM, Paco, Manila

5	Information Technology Officer III	N/A	24	94,132.00	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 Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
6	Procurement Management Officer VI	N/A	24	94,132.00	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	Marketing and Sales Division, PS-DBM, Paco, Manila
7	Executive Assistant IV	N/A	22	74,836.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
8	Executive Assistant III	N/A	20	60,157.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
9	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Contract Management Division, PS-DBM, Paco, Manila
10	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Contract Management Division, PS-DBM, Paco, Manila
11	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Pre-Procurement and Planning Division, PS-DBM, Paco, Manila
12	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	BAC Secretariat Division, PS-DBM, Paco, Manila
13	Engineer III	N/A	19	53,873.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	General Services Division, PS-DBM, Paco, Manila
14	Engineer III	N/A	19	53,873.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	General Services Division, PS-DBM, Paco, Manila
15	Information Systems Analyst III	N/A	19	53,873.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
16	Computer Maintenance Technologist III	N/A	17	45,138.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Services Division, PS-DBM, Paco, Manila



17	Information Systems Analyst II	N/A	16	41,616.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
18	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Accounting Division, PS-DBM, Paco, Manila
19	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Accounting Division, PS-DBM, Paco, Manila
20	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Accounting Division, PS-DBM, Paco, Manila
21	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Accounting Division, PS-DBM, Paco, Manila
22	Nurse I	N/A	15	38,413.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Registered Nurse)	N/A	General Services Division, PS-DBM, Paco, Manila
23	Administrative Officer III	N/A	14	35,434.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Cash Division, PS-DBM, Paco, Manila
24	Procurement Management Officer II	N/A	13	32,870.00	Bachelor's degree	None required	None required	None required	N/A	Customer Service Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
25	Administrative Assistant V	N/A	11	28,512.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
26	Administrative Assistant III (Mechanic III)	N/A	9	22,219.00	High school graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Professional Driver's License	N/A	General Services Division, PS-DBM, Paco, Manila
27	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High School graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
28	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
29	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila

30	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
31	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
32	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
33	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
34	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
35	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
36	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
37	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
38	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
39	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
40	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
41	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
42	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
43	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat II)	N/A	General Services Division, PS-DBM, Paco, Manila
44	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila



45	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
46	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
47	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
48	Administrative Aide VI (Driver Courier II)	N/A	6	18,255.00	Elementary school graduate	None required	None required	Professional Driver's License	N/A	General Services Division, PS-DBM, Paco, Manila
49	Administrative Aide VI (Driver Courier II)	N/A	6	18,255.00	Elementary school graduate	None required	None required	Professional Driver's License	N/A	General Services Division, PS-DBM, Paco, Manila
50	Administrative Aide VI (Driver Courier II)	N/A	6	18,255.00	Elementary school graduate	None required	None required	Professional Driver's License	N/A	General Services Division, PS-DBM, Paco, Manila
51	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
52	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
53	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
54	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - X (Cagayan De Oro City), PS-DBM, Cagayan De Oro City

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 September 21, 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:**

-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**

Acting Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/shRj5xjEyy7rUVHC9>

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