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must be in MS Excel format

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

Date of Publication

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16 OCT 2024

CSC Website of the President

**SAMANTHA GRACE E. MOSCOSO**  
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: October 16, 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	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 Deputy Executive Director for Information and Communications Technology (ICT) and Procurement, PS-DBM, Paco, Manila
2	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 Deputy Executive Director for Operations, Logistics and Supply Chain, PS-DBM, Paco, Manila
3	Executive Assistant II	N/A	17	45,138.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	None required	N/A	Office of the Deputy Executive Director for Information and Communications Technology (ICT) and Procurement, PS-DBM, Paco, Manila
4	Executive Assistant II	N/A	17	45,138.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	None required	N/A	Office of the Deputy Executive Director for Operations, Logistics and Supply Chain, PS-DBM, Paco, Manila

5	Administrative Assistant III	N/A	9	22,219.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required	N/A	Office of the Deputy Executive Director for Information and Communications Technology (ICT) and Procurement, PS-DBM, Paco, Manila
6	Administrative Assistant III	N/A	9	22,219.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required	N/A	Office of the Deputy Executive Director for Operations, Logistics and Supply Chain, PS-DBM, Paco, Manila
7	Administrative Aide IV (Driver II)	N/A	4	16,209.00	Elementary school graduate	None required	None required	Professional Driver's License	N/A	Office of the Deputy Executive Director for Information and Communications Technology (ICT) and Procurement, PS-DBM, Paco, Manila
8	Administrative Aide IV (Driver II)	N/A	4	16,209.00	Elementary school graduate	None required	None required	Professional Driver's License	N/A	Office of the Deputy Executive Director for Operations, Logistics and Supply Chain, 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 October 28, 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.

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

**GENMARIES S. ENTREDICHO-CAONG**

Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/3ua9VPQL9BfWCTwT8>

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