

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

Electronic copy to be submitted to the CSC FO must  
be in PDF format

Date of Publication

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Human Resource Specialist

02 MAY 2025

CSC – FO Office of the President

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:

JUDY MARK N. AQUITAR  
HRMO

Date: May 2, 2025

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	Procurement Management Officer VI	N/A	24	98,185.00	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	Research and Training Division, PS-DBM, Paco, Manila
2	Chief Administrative Officer	N/A	24	98,185.00	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	Records Division, PS- DBM, Paco, Manila
3	Internal Auditor IV	N/A	22	78,162.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	None required	N/A	Internal Audit Division, PS-DBM, Paco, Manila
4	Internal Auditor III	N/A	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	Internal Audit Division, PS-DBM, Paco, Manila

5	Administrative Officer IV	N/A	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
6	Security Guard III	N/A	8	21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Valid Security Guard License	N/A	General Services Division, PS-DBM, Paco, Manila
7	Administrative Aide VI (Utility Foreman)	N/A	6	18,957.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - II (Tuguegarao City), PS-DBM, Tuguegarao City
8	Administrative Aide VI (Utility Foreman)	N/A	6	18,957.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - XII (Koronadal), PS-DBM, Koronadal 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 May 18, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:**

- This Office highly encourages all interested and qualified applicants including persons with disabilities, members of Indigenous Communities, and those with diverse Sexual Orientation and Gender Identities and Expressions (SOGIE) to apply for the above vacant positions.

- 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**

Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/k2eXureibgnntp688>

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