

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

Date of Publication  
**GLADYS GRACE B. RIVERA**  
Human Resource Specialist I

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

**21 MAY 2025**

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:

  
**ABIGAIL ANN O. ALICDAN-ESPERE**  
HRMO

Date: May 21, 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	Director IV	N/A	28	160,469.00	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 Director for Operations Office, 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 June 2, 2025.

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:**

- This Office highly encourages all interested and qualified applicants including persons with disabilities, members of Indigeneous 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/PdPseWx95UFW5qbQ8>

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