

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

Date of Publication
Electronic copy to be submitted to the CSC FO must be in MS Excel format
GLADYS GRACE S. RIVERA
09 JUN 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:

ABIGAIL ANN O. ALICDAN-ESPERE

HRMO

Date: June 9, 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	Information Technology Officer III	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	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
2	Training Specialist III	N/A	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
3	Security Officer III	N/A	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Valid Security Guard License	N/A	General Services Division, PS-DBM, Paco, Manila
4	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
5	Procurement Management Officer II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
6	Procurement Management Officer II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
7	Administrative Officer II	N/A	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila

8	Training Specialist I	N/A	11	30,024.00	Bachelor's degree	None required	None required	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
9	Training Specialist I	N/A	11	30,024.00	Bachelor's degree	None required	None required	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
10	Security Officer I	N/A	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Valid Security Guard License	N/A	General Services Division, PS-DBM, Paco, Manila
11	Security Officer I	N/A	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Valid Security Guard License	N/A	General Services Division, PS-DBM, Paco, Manila
12	Security Officer I	N/A	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Valid Security Guard License	N/A	General Services Division, 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 22, 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;
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.

-Vacant position No. 4 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:

GENMARIES S. ENTREDICHO-CAONG

Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/VbaQ2F9zDduYWEFj7>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.