

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
Human Resource Systems
11 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 11, 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 II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	BAC Secretariat Division, PS-DBM, Paco, Manila
2	Procurement Management Officer II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	Industry Development and Management Division - Utilities and Other Goods, 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 21, 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 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/xqjSnUr9UMa4Xeck8>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.