

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

MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist

20 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:

JUDY MARK N. AQUITAR
HRMO

Date: June 20, 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 | Deputy Executive Director V | N/A | 29 | 180,492.00 | 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 Deputy Executive Director for Administrative, Finance and Legal Group, 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 July 4, 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/WLV27uEwB1XffSLT7>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.