CS Form No. 9 Revised 2018

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

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

2 5 JAN 7023

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 USC website.

SAMANTHA GRACE E. MOSCOSO
HRMO

Data	05 Jan 22
Date:	25-Jan-23

	Position Title	Diantilla	Plantilla Salary/ Job/ Item No. Pay Grade	Section 1997 and 1997	Qualification Standards					
No.	(Parenthetical Title, if applicable)	Item No.		Pay	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)
1	Training Specialist	N/A	15	36,619.00	Bachelor's Degree	8 hours relevant	2 years relevant	None required	N/A	Human Resource Development Division (Recruitment, Selection, and Placement Section), PS-DBM, Paco, Manila
2	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours relevant	1 year relevant	None required	N/A	Legal Division, PS- DBM, Paco, Manila
3	Internal Auditor I	N/A	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	None required	N/A	Internal Audit Division, PS-DBM, Paco, Manila
4	Administrative Officer IV	N/A	15	36,619.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	Comptroller Division, PS-DBM, Paco, Manila

	<u> </u>				_					
5	Administrative Officer IV	N/A	15	36,619.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	Comptroller Division, PS-DBM, Paco, Manila
6	Administrative Officer II	N/A	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	None required	N/A	Comptroller Division, PS-DBM, Paco, Manila
7	Administrative Officer II	N/A	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	None required	N/A	Comptroller Division, PS-DBM, Paco, Manila
8	Administrative Officer II	N/A	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	None required	N/A	Comptroller Division, PS-DBM, Paco, Manila
9	Senior Administrative Assistant V	N/A	18	46,725.00	Completion of two- year studies in college or HS graduate with relevant vocational/ trade course	24 hours relevant	4 years relevant	None required	N/A	General Services Division, PS-DBM, Paco, Manila
10	Procurement Management Officer VI	N/A	24	71,511.00	Master's Degree or Certificate of Leadership/ Management from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Procurement Division I, PS-DBM, Paco, Manila
11	Procurement Management Officer VI	N/A	24	71,511.00	Master's Degree or Certificate of Leadership/ Management from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Procurement Division II, PS-DBM, Paco, Manila
12	Procurement Management Officer VI	N/A	24	71,511.00	Master's Degree or Certificate of Leadership/ Management from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Procurement Division IV, PS- DBM, Paco, Manila
13	Procurement Management Officer VI	N/A	24	71,511.00	Master's Degree or Certificate of Leadership/ Management from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Procurement Division V, PS-DBM, Paco, Manila

1 3 1 5

Master's Degree or Certificate of 40 hours in 4 years in Procurement Procurement 14 Management N/A 24 71.511.00 Leadership/ management and management and Division VI. PS-None required N/A Officer VI Management from supervision supervision DBM, Paco, Manila the CSC Master's Degree or Certificate of 4 years in Procurement 40 hours in Procurement 15 | Management N/A Division VIII, PS-24 71.511.00 Leadership/ management and N/A management and None required Management from Officer VI supervision supervision DBM, Paco, Manila the CSC Master's Degree or Procurement Certificate of 40 hours in 4 years in Procurement 16 | Management N/A Division IX, PS-24 71.511.00 Leadership/ management and management and None required N/A Management from Officer VI DBM, Paco, Manila supervision supervision the CSC Procurement Procurement 2 years 17 | Management N/A 19 51,357.00 Bachelor's Degree 8 hours of training None required N/A Division I, PS-DBM, experience Officer IV Paco, Manila Procurement **Procurement** 2 years 18 Management Division II. PS-DBM. N/A 19 51,357.00 Bachelor's Degree 8 hours of training None required N/A experience Officer IV Paco, Manila Procurement **Procurement** 2 years 19 Management Division IV. PS-N/A 19 51,357.00 Bachelor's Degree 8 hours of training None required N/A experience Officer IV DBM, Paco, Manila Procurement Procurement 2 years Management Division IV. PS-N/A 19 51.357.00 Bachelor's Degree 8 hours of training None required N/A experience Officer IV DBM, Paco, Manila Procurement **Procurement** 2 years Management Bachelor's Degree N/A Division V. PS-DBM. N/A 19 51.357.00 8 hours of training None required experience Officer IV Paco, Manila Procurement Procurement 22 Management N/A 16 39.672.00 Bachelor's Degree Division II, PS-DBM, 4 hours of training 1 year experience None required N/A Officer III Paco, Manila Procurement **Procurement** 23 Management N/A Bachelor's Degree N/A 16 39,672.00 4 hours of training 1 year experience None required Division III. PS-DBM. Officer III Paco, Manila Procurement Procurement Bachelor's Degree 4 hours of training Management N/A 16 39,672.00 N/A Division VI, PS-1 year experience None required Officer III DBM, Paco, Manila

Procurement Procurement 25 Management Bachelor's Degree N/A 16 39.672.00 4 hours of training Division VII. PS-1 year experience None required N/A Officer III DBM, Paco, Manila Procurement Procurement 26 Management 4 hours of training N/A 16 39,672.00 Bachelor's Degree 1 year experience None required N/A Division VIII. PS-Officer III DBM, Paco, Manila Procurement Procurement 27 Management N/A 13 31,320,00 Bachelor's Degree None required Division I, PS-DBM, None required None required N/A Officer II Paco, Manila Procurement Procurement 28 Management N/A 13 31.320.00 Bachelor's Degree None required Division II, PS-DBM, None required None required N/A Officer II Paco, Manila Procurement Procurement Management N/A Bachelor's Degree 13 31.320.00 None required Division II, PS-DBM, None required None required N/A Officer II Paco, Manila Procurement Marketing and Sales 2 years Management N/A Bachelor's Degree 19 51.357.00 N/A Division, PS-DBM, 8 hours of training None required experience Officer IV Paco, Manila Procurement Marketing and Sales 2 years Management 51,357.00 Bachelor's Degree 8 hours of training N/A 19 None required N/A Division, PS-DBM. experience Officer IV Paco, Manila Procurement Marketing and Sales 2 years Management N/A 19 51,357.00 Bachelor's Degree 8 hours of training N/A Division, PS-DBM. None required experience Officer IV Paco, Manila Procurement Marketing and Sales Management N/A 16 39.672.00 Bachelor's Degree 4 hours of training 1 year experience None required N/A Division, PS-DBM. Officer III Paco, Manila Procurement Marketing and Sales Management N/A 16 39,672.00 Bachelor's Degree Division, PS-DBM, 4 hours of training 1 year experience None required N/A Officer III Paco, Manila Procurement Marketing and Sales Management N/A 13 None required Division, PS-DBM, 31,320.00 Bachelor's Degree None required None required N/A Officer II Paco, Manila Procurement Marketing and Sales 36 Management N/A 13 31.320.00 Bachelor's Degree None required Division, PS-DBM, None required None required N/A Officer II Paco, Manila Procurement Marketing and Sales Management Bachelor's Degree None required Division, PS-DBM, N/A 13 31.320.00 None required None required N/A Paco, Manila Officer II

Completion of two Administrative Marketing and Sales years college N/A 27,000.00 38 Assistant V (Data 11 2 years relevant Division, PS-DBM, 8 hours relevant None required N/A studies/vocational/ Controller III) Paco, Manila trade course Procurement Warehousing and 3 years 39 | Management 22 Delivery Division, PS-N/A Bachelor's Degree 16 hours of training 71,511.00 None required N/A experience Officer V DBM, Paco, Manila Procurement Warehousing and 2 years 40 Management N/A 19 51,357.00 Bachelor's Degree 8 hours of training None required N/A Delivery Division, PSexperience Officer IV DBM, Paco, Manila Procurement Warehousing and 2 years 41 | Management N/A 19 51,357.00 Bachelor's Degree 8 hours of training Delivery Division, PS-None required N/A experience DBM, Paco, Manila Officer IV Procurement Warehousing and 42 Management N/A 11 27.000.00 Bachelor's Degree Delivery Division, PS-None required None required None required N/A Officer I DBM, Paco, Manila Completion of twovear studies in college or HS Warehousing and Administrative N/A 9 4 hours of training 21.211.00 Delivery Division, PSgraduate with 1 year experience None required N/A Assistant III relevant DBM, Paco, Manila vocational/ trade course Administrative Warehousing and Elementary school 44 Aide VI (Utility 17,553.00 N/A 6 None required None required N/A Delivery Division, PS-None required graduate Foreman) DBM, Paco, Manila Master's Degree or Procurement Certificate of 40 hours in 4 years in Inspection Division, Management N/A 71,511.00 Leadership/ 24 None required PS-DBM, Paco, management and management and N/A Officer VI Management from supervision supervision Manila the CSC Procurement Inspection Division, 46 Management N/A 27.000.00 Bachelor's Degree None required PS-DBM, Paco, 11 None required None required N/A Officer I Manila

_										
4	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Inspection 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 March 25, 2023.

- 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.

For further details, you may visit https://ps-philgeps.gov.ph/home/index.php/about-ps/careers Send the application to https://forms.gle/Ht9oyEAwET3WWoNB9

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SAMANTHA GRACE E. MOSCOSO

OIC-Division Chief, HRDD RR Road, Cristobal St., Paco, Manila hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.