

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

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

Date of Publication

25 JAN 2023

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.

CSC - FO Office of the President

**SAMANTHA GRACE E. MOSCOSO**  
HRMO

Date: 25-Jan-23

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	Training Specialist II	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

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



14	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 VI, PS-DBM, Paco, Manila
15	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 VIII, PS-DBM, Paco, Manila
16	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 IX, PS-DBM, Paco, Manila
17	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Procurement Division I, PS-DBM, Paco, Manila
18	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Procurement Division II, PS-DBM, Paco, Manila
19	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Procurement Division IV, PS-DBM, Paco, Manila
20	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Procurement Division IV, PS-DBM, Paco, Manila
21	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Procurement Division V, PS-DBM, Paco, Manila
22	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Procurement Division II, PS-DBM, Paco, Manila
23	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Procurement Division III, PS-DBM, Paco, Manila
24	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Procurement Division VI, PS-DBM, Paco, Manila



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

38	Administrative Assistant V (Data Controller III)	N/A	11	27,000.00	Completion of two years college studies/vocational/ trade course	8 hours relevant	2 years relevant	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
39	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's Degree	16 hours of training	3 years experience	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
40	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
41	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
42	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
43	Administrative Assistant III	N/A	9	21,211.00	Completion of two-year studies in college or HS graduate with relevant vocational/ trade course	4 hours of training	1 year experience	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
44	Administrative Aide VI (Utility Foreman)	N/A	6	17,553.00	Elementary school graduate	None required	None required	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
45	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	Inspection Division, PS-DBM, Paco, Manila
46	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



47	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](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.

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](mailto:hrddrsp@ps-philgeps.gov.ph)

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