

03 OCT 2022

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

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FO Office of the President

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROCUREMENT SERVICE in the CSC website:

SAMANTHA GRACE E. MOSCOSO
HRMO

Date: October 3, 2022

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 V	n/a	22	69,963.00	Bachelor's degree relevant to the job	16 hour relevant	3 years relevant	None required	n/a	Warehousing and Delivery Division, Paco, Manila
2	Procurement Management Officer IV	n/a	19	49,835.00	Bachelor's degree relevant to the job	8 hour relevant	2 years relevant	None required	n/a	Warehousing and Delivery Division, Paco, Manila
3	Administrative Assistant V	n/a	11	25,439.00	Completion of two-year studies in college or HS graduate with relevant vocational/ trade course	8 hour relevant	2 years relevant	None required	n/a	General Services Division, Administrative and Finance Group, Paco, Manila
4	Administrative Aide IV (Driver II)	n/a	4	14,993.00	Elementary school graduate	None required	None required	None required	n/a	Office of the Director of the Administrative and Finance Group, 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 October 14, 2022.

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/5o5kJK9txHJR6GcB7>

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.