

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

13 OCT 2022

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:


SAMANTHA GRACE E. MOSCOSO

HRMO

Date: 13 October 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 VI	n/a	24	88,410.00	Master's Degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of management and supervisory experience	None required	n/a	Procurement Division X, Paco, Manila
2	Procurement Management Officer VI	n/a	24	88,410.00	Master's Degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of management and supervisory experience	None required	n/a	Marketing and Sales Division, Paco, Manila
3	Procurement Management Officer IV	n/a	19	49,835.00	Bachelor's Degree relevant to the job	8 hours relevant	2 years relevant	None required	n/a	Marketing and Sales Division, Paco, Manila

4	Procurement Management Officer IV	n/a	19	49,835.00	Bachelor's Degree relevant to the job	8 hours relevant	2 years relevant	None required	n/a	Marketing and Sales Division, Paco, Manila
5	Procurement Management Officer IV	n/a	19	49,835.00	Bachelor's Degree relevant to the job	8 hours relevant	2 years relevant	None required	n/a	Marketing and Sales Division, Paco, Manila
6	Procurement Management Officer III	n/a	16	38,150.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	n/a	Marketing and Sales Division, Paco, Manila
7	Procurement Management Officer III	n/a	16	38,150.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	n/a	Marketing and Sales Division, Paco, Manila
8	Procurement Management Officer III	n/a	16	38,150.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	n/a	Marketing and Sales Division, Paco, Manila
9	Procurement Management Officer II	n/a	13	29,798.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Marketing and Sales Division, Paco, Manila
10	Procurement Management Officer II	n/a	13	29,798.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Marketing and Sales Division, Paco, Manila
11	Procurement Management Officer II	n/a	13	29,798.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Marketing and Sales Division, Paco, Manila
12	Procurement Management Officer II	n/a	13	29,798.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Marketing and Sales Division, Paco, Manila

13	Procurement Management Officer II	n/a	13	29,798.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Marketing and Sales Division, Paco, Manila
14	Procurement Management Officer II	n/a	13	29,798.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Marketing and Sales Division, Paco, Manila
15	Procurement Management Officer II	n/a	13	29,798.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Marketing and Sales Division, Paco, Manila
16	Procurement Management Officer I	n/a	11	25,439.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Marketing and Sales Division, Paco, Manila
17	Administrative Assistant V (Data Controller III)	n/a	11	25,439.00	Completion of two-year studies in college or HS graduate with relevant vocational/ trade course	8 hours relevant	2 years relevant	None required	n/a	Marketing and Sales Division, Paco, Manila
18	Administrative Assistant III	n/a	9	20,402.00	Completion of two-year studies in college or HS graduate with relevant vocational/ trade course	4 hours relevant	1 year relevant	None required	n/a	Marketing and Sales Division, Paco, Manila

19	Accountant II	n/a	16	38,150.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	n/a	Comptroller Division, Paco, Manila
20	Accountant I	n/a	12	27,608.00	Bachelor's Degree relevant to the job	None required	None required	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	n/a	Comptroller Division, Paco, Manila
21	Administrative Officer IV	n/a	15	35,097.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	n/a	Comptroller Division, Paco, Manila
22	Administrative Officer II	n/a	11	25,349.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Comptroller Division, Paco, Manila
23	Administrative Officer II	n/a	11	25,349.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Comptroller Division, Paco, Manila
24	Administrative Officer II	n/a	11	25,349.00	Bachelor's Degree relevant to the job	None required	None required	None required	n/a	Comptroller Division, 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 24, 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/bKYfxHKUPhUzCuZ4A>

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.