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18 APR 2024

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

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



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:

ABIGAIL ANN O. ALICDAN-ESPERE
HRMO

Date: April 18, 2024

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	Supervising Administrative Officer	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours relevant	3 years relevant	None required	N/A	General Services Division, PS-DBM, Paco, Manila
2	Computer Maintenance Technologist III	N/A	17	43,030.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
3	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 relevant	1 year relevant	None required	N/A	Depot Management Division - Luzon (NCR), PS-DBM, Paco, Manila
4	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 relevant	1 year relevant	None required	N/A	Depot Management Division - Mindanao, 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 April 29, 2024

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:

- Nos. 1 & 2 are anticipated vacancies
- 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:

MARIA TERESITA M. SEMANA

OIC-Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/2TACJmBxofxqxDog7>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.