

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

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:

JOSE RAFAEL M. MAGNO

HRMO

Date: 17-May-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 | 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 |
| 2 | 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 |
| 3 | 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 |
| 4 | 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 |

| | | | | | | | | | | |
|----|--|-----|----|-----------|--|------------------|------------------|--|-----|--|
| 5 | 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 |
| 6 | 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 |
| 7 | 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 |
| 8 | 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 |
| 9 | 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 |
| 10 | 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 |
| 11 | Accountant III | N/A | 19 | 51,357.00 | Bachelor's degree in Commerce/ Business Administration major in Accounting | 8 hours relevant | 2 years relevant | Appropriate (RA 1080) Bar/Board (for positions involving practice of profession) | N/A | Comptroller Division, PS-DBM, Paco, Manila |
| 12 | Administrative Officer V | N/A | 18 | 46,725.00 | Bachelor's degree relevant to the job | 8 hours relevant | 2 years relevant | None required | N/A | Comptroller 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 August 17, 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/Cazy9FgUHteN17qMA>

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

JOSE RAFAEL M. MAGNO

OIC-Division Chief, HRDD

RR Road, Cristobal St., Paco, Manila

hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.