

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:

ABIGAIL ANN O. ALICDAN-ESPERE

HRMO

Date: June 15, 2023

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	Executive Assistant IV	N/A	22	71,511.00	Bachelor's Degree	16 hours relevant	3 years relevant	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
2	Administrative Aide V	N/A	5	16,543.00	Elementary school graduate	None required	None required	Professional Driver's License	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
3	Procurement Management Officer VI	N/A	24	90,078.00	Master's Degree or Certificate of Leadership/Manage ment from the CSC	40 hours in management and supervision	4 years in management and supervision	None required	N/A	Depot Management Division - Luzon (CAR- Baguio), Baguio City
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	Depot Management Division - Luzon (CAR- Baguio), Baguio City

5	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Luzon (Regional Depot I - La Union), San Fernando City, La Union
6	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession	N/A	Depot Management Division - Luzon (Regional Depot I - La Union), San Fernando City, La Union
7	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - Luzon (Regional Depot I - La Union), San Fernando City, La Union
8	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	Depot Management Division - Luzon (Regional Depot I - La Union), San Fernando City, La Union
9	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Luzon (Regional Depot I - La Union), San Fernando City, La Union
10	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Luzon (Regional Depot II - Tuguegarao), Tuguegarao City

11	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession	N/A	Depot Management Division - Luzon (Regional Depot II - Tuguegarao), Tuguegarao City
12	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	Depot Management Division - Luzon (Regional Depot II - Tuguegarao), Tuguegarao City
13	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Luzon (Regional Depot III - Pampanga), Pampanga
14	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession	N/A	Depot Management Division - Luzon (Regional Depot III - Pampanga), Pampanga
15	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - Luzon (Regional Depot III - Pampanga), Pampanga
16	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Luzon (Regional Depot V - Legazpi), Legazpi City
17	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's Degree	16 hours of training	3 years experience	None required	N/A	Depot Management Division - Luzon (Regional Depot V - Legazpi), Legazpi City

18	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession	N/A	Depot Management Division - Luzon (Regional Depot V - Legazpi), Legazpi City
19	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - Luzon (Regional Depot V - Legazpi), Legazpi City
20	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 (Regional Depot V - Legazpi), Legazpi City
21	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Visayas (Regional Depot VII - Cebu), Cebu City
22	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Depot Management Division - Visayas (Regional Depot VII - Cebu), Cebu City
23	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession	N/A	Depot Management Division - Visayas (Regional Depot VII - Cebu), Cebu City
24	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Visayas (Regional Depot VII - Cebu), Cebu City

25	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Visayas (Regional Depot VII - Cebu), Cebu City
26	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Visayas (Regional Depot VIII - Tacloban), Tacloban City
27	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession	N/A	Depot Management Division - Visayas (Regional Depot VIII - Tacloban), Tacloban City
28	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - Visayas (Regional Depot VIII - Tacloban), Tacloban City
29	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Visayas (Regional Depot VIII - Tacloban), Tacloban City
30	Administrative Aide VI (Utility Foreman)	N/A	6	17,553.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - Visayas (Regional Depot VIII - Tacloban), Tacloban City
31	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Mindanao (Regional Depot X - Cagayan De Oro), Cagayan De Oro City

32	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's Degree	16 hours of training	3 years experience	None required	N/A	Depot Management Division - Mindanao (Regional Depot X - Cagayan De Oro), Cagayan De Oro City
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	Depot Management Division - Mindanao (Regional Depot X - Cagayan De Oro), Cagayan De Oro City
34	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Mindanao (Regional Depot X - Cagayan De Oro), Cagayan De Oro City
35	Administrative Aide VI (Utility Foreman)	N/A	6	17,553.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - Mindanao (Regional Depot X - Cagayan De Oro), Cagayan De Oro City
36	Administrative Aide VI (Utility Foreman)	N/A	6	17,553.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - Mindanao (Regional Depot X - Cagayan De Oro), Cagayan De Oro City
37	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Mindanao (Regional Depot XI - Davao), Davao
38	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Mindanao (Regional Depot XII - Koronadal), Koronadal City

39	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's Degree	8 hours of training	2 years experience	None required	N/A	Depot Management Division - Mindanao (Regional Depot XII - Koronadal), Koronadal City
40	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's Degree	None required	None required	None required	N/A	Depot Management Division - Mindanao (Regional Depot XII - Koronadal), Koronadal City
41	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 (Regional Depot XII - Koronadal), Koronadal City
42	Procurement Management Officer VI	N/A	24	90,078.00	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	Depot Management Division - Mindanao (Regional Depot XIII - Butuan), Butuan City
43	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's Degree	16 hours of training	3 years experience	None required	N/A	Depot Management Division - Mindanao (Regional Depot XIII - Butuan), Butuan City
44	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession	N/A	Depot Management Division - Mindanao (Regional Depot XIII - Butuan), Butuan City

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 September 15, 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/JYk1DQGDBfgXorAM8>

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

ABIGAIL ANN O. ALICDAN-ESPERE

OIC-Division Chief, HRDD

RR Road, Cristobal St., Paco, Manila

hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.