

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

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

Aurea Aurora M. [Signature]

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:

**JOSE RAFAEL M. MAGNO**  
HRMO

Date: May 2, 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	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	Marketing and Sales Division, PS-DBM, Paco, Manila
2	Supervising Administrative Officer (Anticipated Vacancy)	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

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 July 2, 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](http://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/wTCDoerGKNPgeiFm8>

**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](mailto:hrddrsp@ps-philgeps.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**