

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: 27-Apr-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	Information Technology Officer III	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	E-Gov Procurement Development and Operations Division, PS-DBM, PhilGEPS Office, New Manila, Quezon City
2	Information Technology Officer II	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours relevant	3 years relevant	None required	N/A	E-Gov Procurement Development and Operations Division, PS-DBM, PhilGEPS Office, New Manila, Quezon City
3	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	E-Gov Procurement Development and Operations Division, PS-DBM, PhilGEPS Office, New Manila, Quezon City
4	Information Systems Analyst I	N/A	12	29,165.00	Bachelor's degree relevant to the job	None required	None required	None required	N/A	E-Gov Procurement Development and Operations Division, PS-DBM, PhilGEPS Office, New Manila, Quezon City

5	Information Technology Officer III	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	IT Research and Planning Division, PS-DBM, PhilGEPS Office, New Manila, Quezon City
6	Information Technology Officer II	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours relevant	3 years relevant	None required	N/A	IT Research and Planning Division, PS-DBM, PhilGEPS Office, New Manila Quezon City
7	Information Systems Researcher 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 Research and Planning Division, PS-DBM, PhilGEPS Office, New Manila Quezon City
8	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Research and Planning Division, PS-DBM, PhilGEPS Office, New Manila Quezon City
9	Information Technology Officer III	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	IT Services Division, PS-DBM, Paco, Manila
10	Information Technology Officer II	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours relevant	3 years relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
11	Information Technology Officer I	N/A	19	51,357.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
12	Computer Programmer II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
13	Computer Programmer II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
14	Computer Maintenance Technologist II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Services Division, PS-DBM, Paco, Manila

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	PhilGEPS Customer Service, PS-DBM, Paco, Manila
16	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's Degree	4 hours of training	1 year experience	None required	N/A	PhilGEPS Customer Service, PS-DBM, PhilGEPS Office, New Manila, Quezon City
17	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	PhilGEPS Customer Service, PS-DBM, PhilGEPS Office, New Manila, Quezon City
18	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	PhilGEPS Customer Service, PS-DBM, PhilGEPS Office, New Manila, Quezon City
19	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	PhilGEPS Customer Service, PS-DBM, PhilGEPS Office, New Manila, Quezon City
20	Training Specialist II	N/A	15	36,619.00	Bachelor's Degree	4 hours relevant	1 year relevant	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
21	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
22	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
23	Administrative Aide IV (Driver II)	N/A	4	15,586.00	Elementary school graduate	None required	None required	Valid Professional Driver's License	N/A	Office of the Director for PhilGEPS Group, PS-DBM, Paco, Manila

24	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	N/A	Legal Division, PS-DBM, Paco, Manila
25	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	N/A	Legal Division, PS-DBM, Paco, Manila
26	Chief Administrative Officer	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	Human Resource Development Division, PS-DBM, Paco, Manila
27	Chief Administrative Officer	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	General Services Division, PS-DBM, Paco, Manila
28	Chief Accountant	N/A	24	90,078.00	Graduate of BS Accountancy or other relevant courses	40 hours in management and supervision	4 years in management and supervision	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	N/A	Comptroller Division, PS-DBM, Paco, Manila
29	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	Regional Depot II (Tuguegarao), PS-DBM, Tuguegarao City
30	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Regional Depot VIII (Tacloban), PS-DBM, Tacloban City

31	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Regional Depot X (Cagayan De Oro), PS-DBM, Cagayan De Oro City
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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 27, 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/oQMVsZL49cFmM18t6>

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.