

MAY 22 2023

Aurea Aurora M. Bravo

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:

JOSE RAFAEL M. MAGNO

HRMO

Date: May 22, 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 | Senior Administrative Assistant V | N/A | 18 | 46,725.00 | Completion of two-year studies in college or HS graduate with relevant vocational/ trade course | 24 hours relevant | 4 years relevant | None required | N/A | General Services Division, PS-DBM, Paco, Manila |
| 2 | Accountant I | N/A | 12 | 29,165.00 | Bachelor's degree in Commerce/ Business Administration major in Accounting | None required | None required | Appropriate (RA 1080) Bar/Board (for positions involving practice of profession) | N/A | Comptroller Division, PS-DBM, Paco, Manila |
| 3 | Administrative Officer II | N/A | 11 | 27,000.00 | Bachelor's degree relevant to the job | None required | None required | None required | N/A | Comptroller Division, PS-DBM, Paco, Manila |

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|---|---------------------------|-----|----|-----------|---------------------------------------|---------------|---------------|---------------|-----|--|
| 4 | Administrative Officer II | N/A | 11 | 27,000.00 | Bachelor's degree relevant to the job | None required | None required | None required | N/A | Comptroller Division, PS-DBM, Paco, Manila |
| 5 | Administrative Officer II | N/A | 11 | 27,000.00 | Bachelor's degree relevant to the job | None required | None required | 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 22, 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/ktWizjPGwWkdZSkz6>

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.