

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: _____ October 26, 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	Attorney V	N/A	25	102,690.00	Bachelor of Laws	16 hours relevant	3 years relevant	RA 1080 (Bar)	N/A	Legal Division, PS-DBM, Paco, Manila
2	Internal Auditor III	N/A	18	46,725.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	Internal Audit Division, PS-DBM, Paco, Manila
3	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 the Procurement Group, PS-DBM, Paco, Manila
4	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	Procurement Division V, PS-DBM, Paco, Manila
5	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's degree	16 hours of training	3 years experience	None required	N/A	Procurement Division V, 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	Procurement Division V, PS-DBM, Paco, Manila
7	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's degree	16 hours of training	3 years experience	None required	N/A	Procurement Division IX, 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	Procurement Division X, PS-DBM, Paco, Manila
9	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	Procurement Division X, PS-DBM, Paco, Manila
10	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, PhilGEPS Office, PS-DBM, New Manila, Quezon City
11	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 the PhilGEPS Group, PS-DBM, Paco, Manila
12	Information Systems Analyst III	N/A	19	51,357.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
13	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
14	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
15	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
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	Planning and Budget Division, PS-DBM, Paco, Manila

17	Senior Administrative Assistant II	N/A	14	33,843.00	Completion of two-year studies in college or HS graduate with relevant vocational/trade course	16 hours relevant	3 years relevant	None required	N/A	General Services Division, PS-DBM, Paco, Manila
18	Heavy Equipment Operator II	N/A	6	17,553.00	High school graduate or completion of relevant vocational/trade course	None required	None required	MC No. 10. s. 2013	N/A	General Services Division, PS-DBM, Paco, Manila
19	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 CAR - Baguio), PS-DBM, Baguio City
20	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 CAR - Baguio), PS-DBM, Baguio 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 - Luzon (Regional Depot I - La Union), PS-DBM, San Fernando, La Union
22	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), PS-DBM, San Fernando, La Union
23	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), PS-DBM, Tuguegarao

24	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), PS-DBM, Tuguegarao
25	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), PS-DBM, San Fernando, Pampanga
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 - Luzon (Regional Depot III - Pampanga), PS-DBM, San Fernando, Pampanga
27	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), PS-DBM, Legazpi City
28	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), PS-DBM, Cebu City
29	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), PS-DBM, Cebu City
30	Administrative Officer IV (Anticipated Vacancy)	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 - Visayas (Regional Depot VII - Cebu), PS-DBM, Cebu City

31	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), PS-DBM, Cebu City
32	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), PS-DBM, Tacloban
33	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), PS-DBM, Tacloban
34	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's degree	4 hours training	1 year of experience	None required	N/A	Depot Management Division - Visayas (Regional Depot VIII - Tacloban), PS-DBM, Tacloban
35	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), PS-DBM, Cagayan De Oro
36	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's degree	4 hours training	1 year of experience	None required	N/A	Depot Management Division - Mindanao (Regional Depot X - Cagayan De Oro), PS-DBM, Cagayan De Oro
37	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

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 XI - Davao), PS-DBM, Davao
39	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), PS-DBM, Koronadal
40	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), PS-DBM, Butuan
41	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), PS-DBM, Butuan
42	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, PS-DBM, Paco, Manila
43	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, PS-DBM, Paco, Manila
44	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 (NCR), 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 November 06, 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/i7qTWb9W5f8BL95C8>

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.