

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: February 05, 2024

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 IV	N/A	23	80,003.00	Bachelor of Laws	8 hours relevant	2 years relevant	RA 1080 (Bar)	N/A	Legal Division, PS-DBM, Paco, Manila
2	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours relevant	1 year relevant	RA 1080 (Bar)	N/A	Legal Division, PS-DBM, Paco, Manila
3	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
4	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
5	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 - Regional Depot XI (Davao), PS-DBM, Davao City
6	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
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	Marketing and Sales Division, PS-DBM, Paco, Manila
8	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila

9	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	None required	N/A	Depot Management Division - Regional Depot I (La Union), PS-DBM, San Fernando, La Union
10	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	None required	N/A	Depot Management Division - Regional Depot V (Legazpi), PS-DBM, Legazpi 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	None required	N/A	Depot Management Division - Regional Depot XI (Davao), PS-DBM, Davao City
12	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	None required	N/A	Depot Management Division - Regional Depot XIII (Butuan), PS-DBM, Butuan City
13	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	Planning and Budget Division, PS-DBM, Paco, Manila
14	Administrative Assistant V (Data Controller III)	N/A	11	27,000.00	Completion of two years college studies/vocational/ trade course	8 hours relevant	2 years relevant	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
15	Administrative Assistant V (Mechanical Shop Foreman)	N/A	11	27,000.00	High school graduate or completion of relevant vocational/trade course	8 hours relevant	2 years relevant	None required	N/A	General Services Division, PS-DBM, Paco, Manila
16	Administrative Assistant V (Data Controller III)	N/A	11	27,000.00	Completion of two years college studies/vocational/ trade course	8 hours relevant	2 years relevant	None required	N/A	General Services Division, PS-DBM, Paco, Manila

17	Administrative Assistant V (Data Controller III)	N/A	11	27,000.00	Completion of two years college studies/vocational/trade course	8 hours relevant	2 years relevant	None required	N/A	General Services Division, PS-DBM, Paco, Manila
18	Mechanic III	N/A	9	21,211.00	High school graduate or completion of relevant vocational/trade course	4 hours relevant	1 year relevant	None required	N/A	General Services Division, PS-DBM, Paco, Manila
19	Administrative Aide IV (Driver Courier I)	N/A	4	15,586.00	Elementary school graduate	None required	None required	Valid Professional Driver's License	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 February 16, 2024

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.

Additional Information/Instruction:

- Vacant Position Nos. 1,5 & 11 are anticipated vacancies
- For further details, you may visit <https://ps-philgeps.gov.ph/home/index.php/about-ps/careers>
- Send the application to <https://forms.gle/RcN4zfNzKrtP1jdBA>

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

DENNIS S. SANTIAGO

 Executive Director V

 RR Road, Cristobal St., Paco, Manila

hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.