

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

Date of Publication: 26 MAR 2024  
Electronic copy to be submitted to the CSC FO must be in MS Excel format

GLADYS GRACE B. RIVERA  
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:

**ABIGAIL ANN O. ALICDAN-ESPERE**  
HRMO

Date: March 26, 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	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
2	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 XII (Koronadal), PS-DBM, Koronadal City
3	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	E-Government Procurement Development and Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
4	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - Regional Depot VII (Cebu), PS-DBM, Cebu City

5	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant	1 year relevant	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - Regional Depot XIII (Butuan), PS-DBM, Butuan City
6	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - Regional Depot XII (Koronadal), PS-DBM, Koronadal City
7	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-Government Procurement Development and Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
8	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 April 8, 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](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.

**Additional Information/Instruction:**

- Nos. 1, 3 & 7 are anticipated vacancies
- For further details, you may visit <https://ps-philgeps.gov.ph/home/index.php/about-ps/careers>

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

**PHILIP JOSEF T. VERA CRUZ**

OIC-Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/GJVHdCAG7coxbJaa9>

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