

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

~~CSFO-07~~
Malacñang, Manila
RECEIVED

Electronic copy to be submitted to the CSC FO must
be in MS Excel format

By: GLADYS GRACE B. RIVERA

Date: 07 MAY 2024

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: May 07, 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	Director IV	N/A	28	148,171.00	Master's degree or Certificate of Leadership and Management from the CSC	120 hours of supervisory/ management learning and development	5 years of supervisory/ management experience	None required	N/A	Office of the Director for Administrative and Finance Group, PS-DBM, Paco, Manila
2	Director IV	N/A	28	148,171.00	Master's degree or Certificate of Leadership and Management from the CSC	120 hours of supervisory/ management learning and development	5 years of supervisory/ management experience	None required	N/A	Office of the Director for Regional Operations Group, PS-DBM, Paco, Manila
3	Executive Assistant IV	N/A	22	71,511.00	Bachelor's degree	16 hours relevant	3 years relevant	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
4	Executive Assistant III	N/A	20	57,347.00	Bachelor's degree	8 hours relevant	2 years relevant	None required	N/A	Office of the Executive Director, 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 May 20, 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:

- The preferred qualifications for the vacant Executive Assistant positions are both RA 1080 (CPA) and RA 1080 (Bar) eligibility
- 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:

GENMARIES S. ENTREDICHO-CAONG

OIC-Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/D7RWskEaexpZYdv57>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.