

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

Date of Publication
~~GLADYS GRACE B. RIVERA~~
20 JUN 2024

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

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

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: June 20, 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	Administrative Officer V	N/A	18	46,725.00	Bachelor's degree relevant to the job	8 hours relevant	2 years relevant	None required	N/A	Comptroller Division, PS-DBM, Paco, Manila
2	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	Comptroller Division, PS-DBM, Paco, Manila
3	Accountant I	N/A	12	29,165.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	N/A	Comptroller Division, PS-DBM, Paco, Manila

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
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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 July 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:

- Position Nos. 3 & 4 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:

DENNIS S. SANTIAGO
Executive Director V
RR Road, Cristobal St., Paco, Manila
<https://forms.gle/X33EPjKiNcRnm6QTA>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.