

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

Date of Publication
GLADYS GRACE B. RIVERA

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

17 JUL 2024

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: July 17, 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	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's degree	16 hours of training	3 years experience	None required	N/A	Depot Management Division - Luzon (RD V - Legazpi), PS-DBM, Lakandula Drive, Gogon, Legazpi 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 - Mindanao, 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	Depot Management Division - Mindanao (RD X - Cagayan De Oro), PS-DBM, Zone I, National Highway Bulua, Cagayan De Oro

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	Depot Management Division - Mindanao (RD XI - Davao), PS-DBM, Km. 3, Mac Arthur Highway Matina, Davao City
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 - Mindanao (RD XIII - Butuan), PS-DBM, Km. 3, J. Rosales Avenue, Butuan 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	Depot Management Division - Luzon (RD I - La Union), PS-DBM, Government Center, Sevilla, City of San Fernando, La Union
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	Depot Management Division - Luzon (RD III - Pampanga), PS-DBM, Regional Government Center Maimpis, San Fernando City Pampanga
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	Depot Management Division - Luzon (RD V - Legazpi), PS-DBM, Lakandula Drive, Gogon, Legazpi City
9	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - Visayas (RD VIII - Tacloban), PS-DBM, Brgy. 77, Villa Ruiz Marasbaras, Tacloban City

10	Procurement Management Officer III	N/A	16	39,672.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - Mindanao (RD X - Cagayan De Oro), PS-DBM, Zone I, National Highway Bulua, Cagayan De Oro
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	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - Luzon (RD I - La Union), PS-DBM, Government Center, Sevilla, City of San Fernando, La Union
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	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - Luzon (RD V - Legazpi), PS-DBM, Lakandula Drive, Gogon, Legazpi City
13	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 - Visayas (RD VII - Cebu), PS-DBM, Sudlon (Near Eco-Tech Center) Lahug , Cebu City
14	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 - Visayas (RD VIII - Tacloban), PS-DBM, Brgy. 77, Villa Ruiz Marasbaras, Tacloban City
15	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 (CAR - Baguio), PS-DBM, No. 8 General F. Segundo Street, Barangay Burnham-Legarda, Baguio City

16	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 (RD I - La Union), PS-DBM, Government Center, Sevilla, City of San Fernando, La Union
17	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 (RD II - Tuguegarao), PS-DBM, Regional Government Center, Carig, Tuguegarao City
18	Procurement Management Officer II	N/A	13	31,320.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - Visayas (RD VII - Cebu), PS-DBM, Sudlon (Near Eco-Tech Center) Lahug , Cebu City
19	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 (RD VII - Cebu), PS-DBM, Sudlon (Near Eco-Tech Center) Lahug , Cebu City
20	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 - Visayas (RD VIII - Tacloban), PS-DBM, Brgy. 77, Villa Ruiz Marasbaras, Tacloban City
21	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 - Mindanao (RD X - Cagayan De Oro), PS-DBM, Zone I, National Highway Bulua, Cagayan De Oro

22	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 - Mindanao (RD XII - Koronadal), PS-DBM, DBM Compound, Brgy. Morales, Koronadal City
23	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 (RD X - Cagayan De Oro), PS-DBM, Zone I, National Highway Bulua, Cagayan De Oro

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 August 17, 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:

- 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

Acting Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/UrarBGckCfhi9S6fA>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.