

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

Date of Publication

GLADYS GRACE B. RIVERA

18 JUL 2024

CSC - FO Office of the President

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

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 18, 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 VI	N/A	24	90,078.00	Master's degree or Certificate of Leadership/Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken	4 years of supervisory/management experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
2	Procurement Management Officer VI	N/A	24	90,078.00	Master's degree or Certificate of Leadership/Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken	4 years of supervisory/management experience	None required	N/A	Inspection 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	Inspection 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	Warehousing and Delivery Division, PS-DBM, Paco, Manila
6	Procurement Management Officer IV	N/A	19	51,357.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Warehousing and Delivery 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	Procurement Management Officer I	N/A	11	27,000.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
10	Administrative Assistant III (Storekeeper III)	N/A	9	21,211.00	Completion of two-year studies	4 hours relevant	1 year relevant	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
11	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	Office of the Director for Operations Group, 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 August 18, 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.

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/eBvKjQMhJfgQLNQG6>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.