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

Date of Publication

GLADYS GRACE B. RIVERA

09 AUG 2024

CSC - FO Office of the President

JOSE RAFAEL M. MAGNO
HRMO

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.

Date: August 09, 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	Deputy Executive Director V	N/A	29	167,432.00	Master's Degree or Certificate of Leadership/ Management from the CSC	120 hours of supervisory/ management learning and development intervention undertaken	5 years of supervisory/ management experience	None required	N/A	Office of the Deputy Executive Director for Information and Communications Technology (ICT) and Procurement, PS-DBM, Paco, Manila
2	Attorney V	N/A	25	102,690.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Bar)	N/A	Legal Division B, PS-DBM, Paco, Manila
3	Information Technology Officer III	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	E-Government Procurement Development Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City

4	Information Technology Officer III	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	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
5	Information Technology Officer III	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	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
6	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	Customer Service Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
7	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
8	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
9	Attorney IV	N/A	23	80,003.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	N/A	Contract Management Division, PS-DBM, Paco, Manila
10	Attorney IV	N/A	23	80,003.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	N/A	Legal Division B, PS-DBM, Paco, Manila
11	Executive Assistant IV	N/A	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila

12	Information Technology Officer II	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
13	Information Technology Officer II	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
14	Information Technology Officer II	N/A	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
15	Procurement Management Officer V	N/A	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
16	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	N/A	Contract Management Division, PS-DBM, Paco, Manila
17	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	N/A	Contract Management Division, PS-DBM, Paco, Manila
18	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	N/A	Legal Division A, PS-DBM, Paco, Manila
19	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	N/A	Legal Division A, PS-DBM, Paco, Manila
20	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	N/A	Legal Division B, PS-DBM, Paco, Manila
21	Attorney III	N/A	21	63,997.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	N/A	Legal Division B, PS-DBM, Paco, Manila
22	Executive Assistant III	N/A	20	57,347.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
23	Accountant III	N/A	19	51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, PS-DBM, Paco, Manila

25	Accountant III	N/A	19	51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, PS-DBM, Paco, Manila
26	Accountant III	N/A	19	51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, PS-DBM, Paco, Manila
27	Accountant III	N/A	19	51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, PS-DBM, Paco, Manila
28	Architect III	N/A	19	51,357.00	Bachelor's degree in Architecture	8 hours of relevant training	2 years of relevant experience	RA 1080 (Architect)	N/A	General Services Division, PS-DBM, Paco, Manila
29	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
30	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
31	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
32	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
33	Computer Programmer III	N/A	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
34	Computer Programmer III	N/A	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
35	Information Systems Researcher III	N/A	17	43,030.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
36	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, PS-DBM, Paco, Manila

37	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - I (La Union), PS-DBM, San Fernando, La Union
38	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - III (Pampanga), PS-DBM, San Fernando, Pampanga
39	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - V (Legazpi City), PS-DBM, Legazpi City
40	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - VII (Cebu City), PS-DBM, Cebu City
41	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - VIII (Tacloban City), PS-DBM, Tacloban City
42	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - XII (Koronadal), PS-DBM, Koronadal City
43	Accountant II	N/A	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Depot Management Division - XIII (Butuan City), PS-DBM, Butuan City
44	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
45	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
46	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
47	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City

48	Information Systems Analyst II	N/A	16	39,672.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
49	Statistician II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	E-Government Procurement Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
50	Computer Maintenance Technologist II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
51	Computer Maintenance Technologist II	N/A	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
52	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	Accounting 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 August 31, 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/GSXLfPFPua5Ue5SA>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.