

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

11 SEP 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:

**SAMANTHA GRACE E. MOSCOSO**  
HRMO

Date: September 11, 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	154,320.00	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 Director for Regional Operations Office, PS-DBM, Paco, Manila
2	Procurement Management Officer VI	N/A	24	94,132.00	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
3	Procurement Management Officer VI	N/A	24	94,132.00	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
4	Procurement Management Officer VI	N/A	24	94,132.00	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	Depot Management Division - Technical Support, PS-DBM, Paco, Manila

5	Information Technology Officer III	N/A	24	94,132.00	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 V	N/A	22	74,836.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
7	Procurement Management Officer V	N/A	22	74,836.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	None required	N/A	Depot Management Division - V (Legazpi City), PS-DBM, Legazpi City
8	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
9	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
10	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
11	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
12	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Research and Training Division, PS-DBM, Paco, Manila
13	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Depot Management Division, PS-DBM, Paco, Manila
14	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Depot Management Division - X (Cagayan De Oro City), PS-DBM, Cagayan De Oro City
15	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Depot Management Division - XI (Davao City), PS-DB, Davao City
16	Procurement Management Officer IV	N/A	19	53,873.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Depot Management Division - XIII (Butuan City), PS-DBM, Butuan City
17	Information Systems Researcher III	N/A	17	45,138.00	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



18	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Research and Training Division, PS-DBM, Paco, Manila
19	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - I (La Union), PS-DBM, San Fernando, La Union
20	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - III (Pampanga), PS-DBM, San Fernando, Pampanga
21	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - V (Legazpi City), PS-DBM, Legazpi City
22	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - VIII (Tacloban City), PS-DBM, Tacloban City
23	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - X (Cagayan De Oro City), PS-DBM, Cagayan De Oro City
24	Information Systems Analyst II	N/A	16	41,616.00	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
25	Accountant II	N/A	16	41,616.00	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
26	Accountant II	N/A	16	41,616.00	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
27	Accountant II	N/A	16	41,616.00	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 - Technical Support, PS-DBM, Paco, Manila

28	Accountant II	N/A	16	41,616.00	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
29	Accountant II	N/A	16	41,616.00	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
30	Accountant II	N/A	16	41,616.00	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
31	Accountant II	N/A	16	41,616.00	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
32	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Depot Management Division - CAR (Baguio City), PS-DBM, Baguio City
33	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Depot Management Division - I (La Union), PS-DBM, San Fernando, La Union
34	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Depot Management Division - II (Tuguegarao City), PS-DBM, Tuguegarao City
35	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Depot Management Division - Technical Support, PS-DBM, Paco, Manila
36	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
37	Administrative Officer IV	N/A	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila
38	Administrative Officer III	N/A	14	35,434.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Records Division, PS-DBM, Paco, Manila
39	Administrative Officer II	N/A	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila



40	Administrative Assistant III	N/A	9	22,219.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required	N/A	Depot Management Division - VIII (Tacloban City), PS-DBM, Tacloban City
41	Administrative Assistant III	N/A	9	22,219.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required	N/A	Depot Management Division - X (Cagayan De Oro City), PS-DBM, Cagayan De Oro City
42	Administrative Assistant II	N/A	8	20,534.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required	N/A	Depot Management Division - Technical Support, PS-DBM, Paco, Manila
43	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
44	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
45	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
46	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services 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 September 23, 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](http://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/yz3gThWNRbKTT59V8>

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**