

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

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format  
Date of Publication  
GLADYS GRACE B. RIVERA  
12 SEP 2024

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:

CSC - FO Office of the President

**SAMANTHA GRACE E. MOSCOSO**  
HRMO

Date: September 12, 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	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	E-Government Procurement Development Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
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	Inspection 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 24, 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/TucmQUB7UsaV5spn8>

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