

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

19 SEP 2024

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

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 19, 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	Training Specialist III	N/A	18	49,015.00	Bachelor's degree	8 hours of relevant training	2 year of relevant experience	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
2	Administrative Officer V	N/A	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 year of relevant experience	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
3	Administrative Officer V	N/A	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 year of relevant experience	None required	N/A	Accounting Division, PS-DBM, Paco, Manila
4	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	Marketing and Sales Division, PS-DBM, Paco, Manila
5	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	Marketing and Sales Division, PS-DBM, Paco, Manila
6	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	Inspection Division, PS-DBM, Paco, Manila
7	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	Accounting Division, PS-DBM, Paco, Manila
8	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

9	Legal Assistant II	N/A	12	30,705.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	None required	N/A	Legal Division A, PS-DBM, Paco, Manila
10	Legal Assistant II	N/A	12	30,705.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	None required	N/A	Legal Division B, PS-DBM, Paco, Manila
11	Administrative Officer II	N/A	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
12	Legal Assistant I	N/A	10	24,381.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	None required	N/A	Legal Division A, PS-DBM, Paco, Manila
13	Legal Assistant I	N/A	10	24,381.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	None required	N/A	Legal Division B, PS-DBM, Paco, Manila
14	Procurement Management Officer I	N/A	11	28,512.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
15	Administrative Assistant III (Storekeeper III)	N/A	9	22,219.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
16	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	Office of the Director for Operations Office, 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 October 19, 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/HafTvWecHaRCCBtH9>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.