

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

Date of Publication

04 OCT 2024

CSC - FO Office of the President

**ARNOLD JAMES M. DUPLA**

HRMO

Date: October 04, 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:

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	173,962.00	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 Administrative, Finance and Legal Group, PS-DBM, Paco, Manila
2	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila
3	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila
4	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila
5	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila
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10	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila
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18	Security Guard III	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10 S. 2013 - Cat. IV)	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 October 16, 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/Lp3uQe5HDq6ZALNc9>

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