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must be in MS Excel format

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

MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist

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:

ARNOLD JAMES M. DUPLA
HRMO

Date: November 15, 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	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	Contract Management Division, PS-DBM, Paco, Manila
2	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	Contract Management Division, PS-DBM, Paco, Manila
3	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
4	Administrative Officer V	N/A	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	Accounting Division, PS-DBM, Paco, Manila
5	Executive Assistant II	N/A	17	45,138.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
6	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	Accounting Division, PS-DBM, Paco, Manila
7	Procurement Management Officer II	N/A	13	32,870.00	Bachelor's degree	None required	None required	None required	N/A	Pre-Procurement and Planning Division, PS-DBM, Paco, Manila
8	Procurement Management Officer II	N/A	13	32,870.00	Bachelor's degree	None required	None required	None required	N/A	Research and Training 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 November 27, 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.

Additional Reminders/Instructions:

- Vacant position No. 5 is an anticipated vacancy
- This Office highly encourages all interested and qualified applicants including persons with disabilities, members of Indigenous Communities, and those with diverse Sexual Orientation and Gender Identities and Expressions (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GENMARIES S. ENTREDICHO-CAONG

Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/xmiLUuNMfCYaS2At8>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.