

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

To: CIVIL SERVICE COMMISSION (CSC)

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

GLADYS GRACE B. RIVERA  
20 NOV 2024

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:

**ABIGAIL ANN O. ALICDAN-ESPERE**

HRMO

Date: November 20, 2024

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant III (Printing Machine Operator III)	N/A	9	22,219.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	Depot Management Division - VI (Iloilo City), PS-DBM, Paco, Manila
2	Administrative Assistant III	N/A	9	22,219.00	Completion of two-year studies in college or HS 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
3	Administrative Aide IV (Reproduction Machine Operator II)	N/A	4	16,209.00	Elementary school graduate	None required	None required	None required	N/A	Office of the Deputy Executive Director for Information and Communications Technology and Procurement Group (ICTPG), 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 December 2, 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.

**Additional Reminders/Instructions:**

-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/4MzVTzjZBZcDm639>

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