

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

MANUEL DV. CASTILLO JR.  
Senior Human Resource Specialist  
28 NOV 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

**ABIGAIL ANN O. ALICDAN-ESPERE**  
HRMO

Date: November 28, 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	Attorney III	N/A	21	67,005.00	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080 (Bar)	N/A	Contract Management Division, PS-DBM, Paco, Manila
2	Attorney III	N/A	21	67,005.00	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080 (Bar)	N/A	Contract Management Division, PS-DBM, Paco, Manila
3	Procurement Management Officer II	N/A	13	32,870.00	Bachelor's degree	None required	None required	None required	N/A	BAC Secretariat Division, PS-DBM, Paco, Manila
4	Procurement Management Officer II	N/A	13	32,870.00	Bachelor's degree	None required	None required	None required	N/A	Industry Development and Management Division - Utilities and Other Goods, PS-DBM, Paco, Manila
5	Procurement Management Officer II	N/A	13	32,870.00	Bachelor's degree	None required	None required	None required	N/A	Contract Management Division, PS-DBM, Paco, Manila
6	Procurement Management Officer I	N/A	11	28,512.00	Bachelor's degree	None required	None required	None required	N/A	Industry Development and Management Division - Machinery and Equipment, 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 10, 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/cNDckwdhJEz3Rm9u8>

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