

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

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:

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

Date: December 18, 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	Information Technology Officer II	N/A	22	74,836.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	None required	N/A	E-Government Procurement Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
2	Procurement Management Officer V	N/A	22	74,836.00	Bachelor's degree	16 hours of training	3 years of experience	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila
3	Accountant III	N/A	19	53,873.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, PS-DBM, Paco, Manila
4	Accountant III	N/A	19	53,873.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, PS-DBM, Paco, Manila
5	Accountant III	N/A	19	53,873.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, 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	Nurse II	N/A	16	41,616.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Nurse)	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 December 31, 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:**

- Vacant Position No. 1 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/cJLVKKEtziMqDisA9>

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