

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

Date of Publication

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

GLADYS GRACE B. RIVERA
Human Resource Specialist

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: January 08, 2025

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 V	N/A	25	107,208.00	Bachelor of Laws	40 hours of supervisory/ management learning and development intervention undertaken	4 years of supervisory/ management experience	RA 1080 (Bar)	N/A	Legal Division B, PS-DBM, Paco, Manila
2	Executive Assistant IV	N/A	22	74,836.00	Bachelor's degree	16 hours of training	3 years of experience	None required	N/A	Office of the Executive Director, 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	BAC Secretariat Division, PS-DBM, Paco, Manila
4	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	Pre-Procurement and Planning Division, PS-DBM, Paco, Manila
5	Executive Assistant II	N/A	17	45,138.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Office of the Executive Director, PS-DBM, Paco, Manila
6	Legal Assistant II	N/A	12	30,705.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	None required	N/A	Legal Division A, PS-DBM, Paco, Manila

7	Legal Assistant II	N/A	12	30,705.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	None required	N/A	Legal Division B, PS-DBM, Paco, Manila
8	Legal Assistant I	N/A	10	24,381.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	None required	N/A	Legal Division A, PS-DBM, Paco, Manila
9	Legal Assistant I	N/A	10	24,381.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	None required	N/A	Legal Division B, PS-DBM, Paco, Manila
10	Administrative Assistant III	N/A	9	22,219.00	Completion of two-year studies in College or High School 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 Legal Office, 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 January 20, 2025

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:

- 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/8RxxLuxWnn7MHJpp6>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.