

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

CSC – FO Office of the President

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


ABIGAIL ANN O. ALICDAN-ESPERE
 HRMO

Date: January 10, 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	Supervising Administrative Officer	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	Records Division, PS-DBM, Paco, Manila
2	Executive Assistant III	N/A	20	60,157.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	None required	N/A	Office of the Deputy Executive Director for Administrative, Finance and Legal Group, 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	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 Deputy Executive Director for Administrative, Finance and Legal Group, PS-DBM, Paco, Manila
6	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila

7	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
8	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
9	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
10	Procurement Management Officer III	N/A	16	41,616.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
11	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	Depot Management Division - I (La Union), PS-DBM, San Fernando, La Union
12	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	Depot Management Division - III (Pampanga), PS-DBM, San Fernando, Pampanga
13	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	Depot Management Division - Technical Support, PS-DBM, Paco, Manila
14	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	Depot Management Division - V (Legazpi City), PS-DBM, Legazpi City
15	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	Depot Management Division - VII (Cebu City), PS-DBM, Cebu City
16	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	Depot Management Division - VIII (Tacloban City), PS-DBM, Tacloban City
17	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	Depot Management Division - XII (Koronadal City), PS-DBM, Koronadal City
18	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	Depot Management Division - XIII (Butuan City), PS-DBM, Butuan City
19	Procurement Management Officer II	N/A	13	32,870.00	Bachelor's degree	None required	None required	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila

20	Procurement Management Officer II	N/A	13	32,870.00	Bachelor's degree	None required	None required	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
21	Accountant I	N/A	12	30,705.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	N/A	Accounting Division, PS-DBM, Paco, Manila
22	Administrative Assistant V	N/A	11	28,512.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	None required	N/A	Office of the Deputy Executive Director for Administrative, Finance and Legal Group, PS-DBM, Paco, Manila
23	Administrative Assistant III (Storekeeper III)	N/A	9	22,219.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	None required	N/A	Marketing and Sales Division, PS-DBM, Paco, Manila
24	Administrative Assistant III (Storekeeper III)	N/A	9	22,219.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
25	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	Warehousing and Delivery Division, PS-DBM, Paco, Manila
26	Heavy Equipment Operator II	N/A	6	18,255.00	High school graduate or completion of relevant vocational/trade course	None required	None required	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
27	Heavy Equipment Operator II	N/A	6	18,255.00	High school graduate or completion of relevant vocational/trade course	None required	None required	None required	N/A	Warehousing and Delivery Division, PS-DBM, Paco, Manila
28	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
29	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila

30	Administrative Aide IV (Reproduction Machine Operator II)	N/A	4	16,209.00	Elementary school graduate	None required	None required	Valid Professional Driver's License	N/A	General Services Division, PS-DBM, Paco, Manila
31	Administrative Aide IV (Driver II)	N/A	4	16,209.00	Elementary school graduate	None required	None required	Valid Professional Driver's License	N/A	Office of the Deputy Executive Director for Administrative, Finance and Legal Group, 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 22, 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)
- Vacant Position Nos. 6-10, 19-20 and 27-29 are anticipated vacancies

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/EJ6DHvEM6DGJtKxT8>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.