

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

Date of Publication

GLADYS GRACE B. RIVERA  
Human Resource Specialist

27 JAN 2025

CSC - FO Office of the President

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

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 27, 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	Information Technology Officer III	N/A	24	98,185.00	Master's Degree or Certificate of Leadership/ Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken	4 years of supervisory/ management experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
2	Information Technology Officer III	N/A	24	98,185.00	Master's Degree or Certificate of Leadership/ Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken	4 years of supervisory/ management experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
3	Information Technology Officer III	N/A	24	98,185.00	Master's Degree or Certificate of Leadership/ Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken	4 years of supervisory/ management experience	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
4	Information Technology Officer II	N/A	22	78,162.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City

5	Attorney III	N/A	21	70,013.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	N/A	Legal Division B, PS-DBM, Paco, Manila
6	Information Technology Officer I	N/A	19	56,390.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
7	Information Technology Officer I	N/A	19	56,390.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
8	Information Technology Officer I	N/A	19	56,390.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
9	Information Systems Analyst III	N/A	19	56,390.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
10	Procurement Management Officer IV	N/A	19	56,390.00	Bachelor's degree	8 hours of training	2 years experience	None required	N/A	Research and Training Division, PS-DBM, Paco, Manila
11	Computer Programmer III	N/A	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office. PS-DBM, New Manila, Quezon City
12	Computer Programmer III	N/A	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office. PS-DBM, New Manila, Quezon City
13	Information Systems Researcher III	N/A	17	47,247.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
14	Information Systems Researcher III	N/A	17	47,247.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
15	Computer Maintenance Technologist III	N/A	17	47,247.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Services Division, PS-DBM, Paco, Manila
16	Computer Maintenance Technologist III	N/A	17	47,247.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	IT Services Division, PS-DBM, Paco, Manila

17	Information Systems Analyst II	N/A	16	43,560.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
18	Information Systems Analyst II	N/A	16	43,560.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
19	Information Systems Analyst II	N/A	16	43,560.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
20	Accountant II	N/A	16	43,560.00	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
21	Statistician II	N/A	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	E-Government Procurement Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
22	Administrative Officer II	N/A	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
23	Administrative Assistant III	N/A	9	23,226.00	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 Administrative and Finance Office, PS-DBM, Paco, Manila
24	Administrative Assistant II (Labor General Foreman)	N/A	8	21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
25	Administrative Assistant II (Labor General Foreman)	N/A	8	21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
26	Administrative Assistant II (Labor General Foreman)	N/A	8	21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila

27	Administrative Assistant II (Labor General Foreman)	N/A	8	21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
28	Administrative Assistant II (Labor General Foreman)	N/A	8	21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
29	Administrative Assistant II (Labor General Foreman)	N/A	8	21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
30	Administrative Assistant II (Labor General Foreman)	N/A	8	21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
31	Administrative Aide IV (Driver II)	N/A	4	16,833.00	Elementary school graduate	None required	None required	Professional Driver's License	N/A	Office of the Director for PhilGEPS Office

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 February 9, 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](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 Information/Instruction:**

- This Office highly encourages all interested and qualified applicants including persons with disabilities, members of Indigenous Communities, and those with diverse Sexual
- Vacant Position number 22 is an anticipated vacancy
- For further details, you may visit <https://ps-philgeps.gov.ph/home/index.php/about-ps/careers>

**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/NVaDRQngBhTQ9TpP7>

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