

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

*Gladys Grace B. Rivera*  
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*  
ABIGAIL ANN O. ALICDAN-ESPERE  
HRMO

Date: February 19, 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	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
2	Administrative Officer V	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	General Services Division, PS-DBM, Paco, Manila
3	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Research and Training Division, PS-DBM, Paco, Manila
4	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 - X (Cagayan De Oro City), PS-DBM, Cagayan De Oro City
5	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Depot Management Division - XIII (Butuan City), PS-DBM, Butuan City
6	Internal Auditor 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	Internal Audit Division, PS-DBM, Paco, Manila

7	Procurement Management Officer I	N/A	11	30,024.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - II (Tuguegarao City), PS-DBM, Tuguegarao City
8	Administrative Officer II	N/A	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila
9	Administrative Aide VI (Utility Foreman)	N/A	6	18,957.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
10	Administrative Aide VI (Utility Foreman)	N/A	6	18,957.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
11	Administrative Aide IV (Driver II)	N/A	4	16,833.00	Elementary school graduate	None required	None required	Professional Driver's License	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 March 5, 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 Orientation and Gender Identities and Expressions (SOGIE) to apply for the above vacant positions.

- 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/ZFWtpX3D9tZFIHR46>

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