

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

GLADYS GRACE B. RIVERA
Human Resource Specialist I

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: March 6, 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 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 A, PS-DBM, Paco, Manila
2	Accountant III	N/A	19	56,390.00	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
3	Accountant III	N/A	19	56,390.00	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	56,390.00	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	56,390.00	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 III	N/A	19	56,390.00	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
7	Administrative Officer IV	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	Depot Management Division - CAR (Baguio City), PS-DBM, Baguio City
8	Administrative Officer III	N/A	14	37,024.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	Cash Division, PS-DBM, Paco, Manila
9	Procurement Management Officer I	N/A	11	30,024.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
10	Administrative Assistant I	N/A	7	20,110.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course.	None required	None required	None required	N/A	Research and Training 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	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 March 23, 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 Information/Instruction:

- This Office highly encourages all interested and qualified applicants including persons with disabilities, members of Indigeneous 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/6yW6SMAh3ECLM13V9>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.