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must be in MS Excel format

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

Date of Publication  
**MANUEL DV. CASTILLO JR.**  
Senior Human Resource Specialist  
**31 MAR 2025**

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: March 31, 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	Contract Management Division, PS-DBM, Paco, Manila
2	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Industry Development and Management Division - Office Supplies, 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	Depot Management Division - I (La Union), PS-DBM, San Fernando, La Union
4	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 - III (Pampanga), PS-DBM, San Fernando, Pampanga
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 - V (Legazpi City), PS-DBM, Legazpi City

6	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 - X (Cagayan De Oro City), PS-DBM, Cagayan De Oro City
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 - XI (Davao City), PS-DBM, Davao City
8	Procurement Management Officer II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - VII (Cebu City), PS-DBM, Cebu City
9	Procurement Management Officer II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - VIII (Tacloban City), PS-DBM, Tacloban City
10	Procurement Management Officer II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	Customer Service Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
11	Procurement Management Officer II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	Customer Service Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
12	Information Systems Analyst I	N/A	12	32,245.00	Bachelor's degree relevant to the job	None required	None required	None required	N/A	E-Government Procurement Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
13	Procurement Management Officer I	N/A	11	30,024.00	Bachelor's degree	None required	None required	None required	N/A	Depot Management Division - XII (Koronadal), PS-DBM, Koronadal City
14	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	Depot Management Division - X (Cagayan De Oro City), PS-DBM, Cagayan De Oro City

15	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	Depot Management Division - XII (Koronadal), PS-DBM, Koronadal City
16	Administrative Aide VI (Utility Foreman)	N/A	6	18,957.00	Elementary school graduate	None required	None required	None required	N/A	Depot Management Division - X (Cagayan De Oro City), PS-DBM, Cagayan De Oro City

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 April 27, 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 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/jyxKD9J28zti5TXA9>

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