

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

Date of Publication
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Human Resource Specialist

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

03 APR 2025
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: April 3, 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	Contract Management Division, PS-DBM, Paco, Manila
2	Procurement Management Officer IV	N/A	19	56,390.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
3	Procurement Management Officer IV	N/A	19	56,390.00	Bachelor's degree	8 hours of training	2 years of experience	None required	N/A	Planning and Budget Division, PS-DBM, Paco, Manila
4	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	BAC Secretariat Division, PS-DBM, Paco, Manila
5	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Contract Management Division, PS-DBM, Paco, Manila

6	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Contract Management Division, PS-DBM, Paco, Manila
7	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year of experience	None required	N/A	Industry Development and Management Division - ICT and Emerging Technology, PS-DBM, Paco, Manila
8	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	Accounting Division, PS-DBM, Paco, Manila
9	Procurement Management Officer II	N/A	13	34,421.00	Bachelor's degree	None required	None required	None required	N/A	Inspection Division, PS-DBM, Paco, Manila
10	Procurement Management Officer I	N/A	11	30,024.00	Bachelor's degree	None required	None required	None required	N/A	Pre-procurement and Planning 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 April 30, 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/mNwikS9StNdwvo479>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.