

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

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

SLADYS GRACE B. RIVERA  
Human Resource Specialist

08 JUL 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:

**JUDY MARK N. AQUITAR**  
HRMO

Date: July 8, 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 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	E-Government Procurement Development Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
2	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
3	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	E-Government Procurement Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City

4	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 Research and Planning Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
5	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
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 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	IT 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 July 21, 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/7TpKaxaVpHEvoRK1A>

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