

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

Date of Publication


MANUEL DV. CASTILLO
Senior Human Resource Specialist

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

15 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:


MARLITA V. DAGSA
Director IV

Date: July 15, 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 V	N/A	22	78,162.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	None required	N/A	Research and Training Division, PS-DBM, Paco, Manila
2	Administrative Assistant V	N/A	11	30,024.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	None required	N/A	Office of the Deputy Executive Director for Operations, Logistics and Supply Chain, 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 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;
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.

-Vacant position No. 1 is anticipated vacancy

- 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/cq99RjrZUDngDEXA>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.