

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

~~FEB 02 2023~~
Melvin Amman

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:

CSC – FO Office of the President

SAMANTHA GRACE E. MOSCOSO
HRMO

Date: 02-Feb-23

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	Training Specialist II	N/A	15	36,619.00	Bachelor's Degree	4 hours relevant	1 year relevant	None required	N/A	Human Resource Development Division (Learning and Development Section) PS-DBM, Paco, Manila
2	Training Specialist I	N/A	11	27,000.00	Bachelor's Degree	None required	None required	None required	N/A	Human Resource Development Division, PS-DBM, Paco, Manila
3	Information Systems Analyst I	N/A	12	29,165.00	Bachelor's Degree relevant to the job	None required	None required	None required	N/A	E-Gov Procurement and Development Operations Division, PhilGEPS Office, New Manila, Quezon 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 02, 2023.

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.

For further details, you may visit <https://ps-philgeps.gov.ph/home/index.php/about-ps/careers>

Send the application to <https://forms.gle/wPcJ6qJjuJuiE9CY9>

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SAMANTHA GRACE E. MOSCOSO

OIC-Division Chief, HRDD

RR Road, Cristobal St., Paco, Manila

hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.