

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

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

NOV 03 2022 *A. Boran 5%*

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROCUREMENT SERVICE in the CSC website:

[Signature]
SAMANTHA GRACE E. MOSCOSO
HRMO

Date: November 3, 2022

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	Accountant II	n/a	16	38,150.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	n/a	Comptroller Division, Paco, Manila
2	Accountant I	n/a	12	27,608.00	Bachelor's Degree relevant to the job	None required	None required	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	n/a	Comptroller Division, Paco, Manila
3	Training Specialist II	n/a	15	35,097.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	n/a	Human Resource Development Division, Paco Manila

4	Supervising Administrative Officer	n/a	22	69,963.00	Bachelor's degree relevant to the job	16 hours relevant	3 years relevant	None required	n/a	Planning and Budget Division, Paco Manila
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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 November 14, 2022.

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/J9YXrQQje9MNU6Qp8>

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.