

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

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:

Faydah M. Dumarpa
FAYDAH M. DUMARPA
HRMO

Date: 16-Nov-22

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	Chief Accountant	NA	24	88,410.00	Graduate of BS Accountancy or other relevant courses	40 hours in management and supervision	4 years in management and supervision	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	NA	Comptroller Division, PS-DBM, Manila
2	Procurement Management Officer III	NA	16	38,150.00	Bachelor's degree	4 hours relevant	1 year relevant	None required	NA	Inspection Division, PS-DBM, Manila
3	Procurement Management Officer III	NA	16	38,150.00	Bachelor's degree	4 hours relevant	1 year relevant	None required	NA	Inspection Division, PS-DBM, Manila
4	Procurement Management Officer I	NA	11	25,439.00	Bachelor's degree	None required	None required	None required	NA	Inspection Division, PS-DBM, Manila

5	Procurement Management Officer I	NA	11	25,439.00	Bachelor's degree	None required	None required	None required	NA	Inspection Division, PS-DBM, Manila
6	Administrative Officer IV	NA	15	35,097.00	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	None required	NA	Comptroller Division, PS-DBM, Manila
7	Administrative Aide IV	NA	4	14,993.00	Completion of two years college studies/ vocational/ trade course	None required	None required	None required	NA	General Service Division, PS-DBM, 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 November 28, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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/2StHRoD6XV8z2xrS8>

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

DIR. FAYDAH M. DUMARPA

Director IV, Admin. and Finance Group

RR Road, Cristobal St., Paco, Manila

hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.