

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

GLADYS GRACE B. RIVERA

To: CIVIL SERVICE COMMISSION (CSC)

10 OCT 2024
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:

SAMANTHA GRACE E. MOSCOSO
HRMO

Date: October 10, 2024

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 III	N/A	24	94,132.00	Master's Degree or Certificate of Leadership/ Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken	4 years of supervisory/ management experience	None required	N/A	E-Government Procurement Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
2	Security Officer III	N/A	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila
3	Information Systems Analyst II	N/A	16	41,616.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	N/A	E-Government Procurement Operations Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
4	Senior Administrative Assistant I (Mechanic Shop General Foreman)	N/A	13	32,870.00	High school graduate or completion of relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
5	Security Officer I	N/A	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila

6	Security Officer I	N/A	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila
7	Security Officer I	N/A	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Security Guard License (MC 10 S. 2013 - Cat. IV)	N/A	General Services Division, PS-DBM, Paco, Manila
8	Administrative Assistant V (Data Controller III)	N/A	11	28,512.00	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	General Services Division, PS-DBM, Paco, Manila
9	Administrative Assistant III (Electrician General Foreman)	N/A	9	22,219.00	High school graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
10	Administrative Assistant III (Mechanic III)	N/A	9	22,219.00	High school graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
11	Administrative Assistant II (Plumber Foreman)	N/A	8	20,534.00	High school graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
12	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
13	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
14	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
15	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
16	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila

17	Administrative Assistant II (Labor General Foreman)	N/A	8	20,534.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required	N/A	General Services Division, PS-DBM, Paco, Manila
18	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
19	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General Services Division, PS-DBM, Paco, Manila
20	Administrative Aide VI (Utility Foreman)	N/A	6	18,255.00	Elementary school graduate	None required	None required	None required	N/A	General 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 October 22, 2024

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.

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

GENMARIES S. ENTREDICHO-CAONG

Acting Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/kwhhWHQsqHzDJiP96>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.