

**Republic of the Philippines**  
**Procurement Service- Department of Budget and Management**  
**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Procurement Service- DBM in the CSC website:

**Exec. Dir. BINGLE B. GUTIERREZ**

(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
1	Procurement Management Officer IV	19	₱42,099.00	Bachelor's Degree relevant to the job	2 years	8 hours	Career Service 2nd Level (Prof.) Eligibility	PS Regional Depot I (Government Center, Sevilla, San Fernando, La Union)
2	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	
3	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
4	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
5	Procurement Management Officer II (Inspector)	13	₱24,224.00	Bachelor's Degree (preferably graduate of Engineering, IT, Computer Science and other relevant course). Other courses are welcome to apply	none required	none required	Career Service 2nd Level (Prof.) Eligibility	

No.	Position Title	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
6	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	PS Regional Depot I (Government Center, Sevilla, San Fernando, La Union)
7	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
8	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
9	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	PS Regional Depot II (Regional Government Center, Carigsur, Tuguegarao City, Cagayan)
10	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
11	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
12	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	
13	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
14	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
15	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	PS Regional Depot- CAR (Gen. F. Segundo St., Legarda Burnham. Baquio)
16	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	

No.	Position Title	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
17	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	City)

No.	Position Title	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
18	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	PS Regional Depot-CAR (Gen. F. Segundo St., Legarda Burnham, Baguio City)
19	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
20	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
21	Procurement Management Officer IV	19	₱42,099.00	Bachelor's Degree relevant to the job	2 years	8 hours	Career Service 2nd Level (Prof.) Eligibility	PS Regional Depot III (Regional Government Center, Maimpis, San Fernando City, Pampanga)
22	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	
23	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
24	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
25	Procurement Management Officer I	11	₱20,179.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
26	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	
27	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	

No.	Position Title	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
28	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	

No.	Position Title	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
29	Procurement Management Officer IV	19	₱42,099.00	Bachelor's Degree relevant to the job	2 years	8 hours	Career Service 2nd Level (Prof.) Eligibility	PS Regional Depot V (Regional Center Site, Rawis, Legazpi, Albay)
30	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	
31	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
32	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
33	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	
34	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
35	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
36	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	PS Regional Depot VII (Sudion- Near Eco-Tech Center, Lahug City, Cebu)
37	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
38	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	

No.	Position Title	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
39	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	

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				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
40	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	PS Regional Depot VII (Sudion- Near Eco-Tech Center, Lahug City, Cebu)
41	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
42	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	PS Regional Depot VIII (Brgy. 77,Villaruz Subdv., Marasbaras, Tacloban)
43	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
44	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
45	Procurement Management Officer I	11	₱20,179.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
46	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	
47	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
48	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
49	Procurement Management Officer IV	19	₱42,099.00	Bachelor's Degree relevant to the job	2 years	8 hours	Career Service 2nd Level (Prof.) Eligibility	
50	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	



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				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
51	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	PS Regional Depot X (Zone 1, Bulua National Highway, CDO City)
52	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
53	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	
54	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
55	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
56	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	PS Regional Depot XI (Km.3, Mac Arthur Highway, Matina, Davao City)
57	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
58	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
59	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	
60	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	

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				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
61	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
62	Procurement Management Officer IV	19	₱42,099.00	Bachelor's Degree relevant to the job	2 years	8 hours	Career Service 2nd Level (Prof.) Eligibility	PS Regional Depot XII (Brgy. Morales, Koronadal City)
63	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	
64	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
65	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	
66	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	
67	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
68	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
69	Accountant II	16	₱31,765.00	Bachelor's Degree (BS Accountancy and other relevant courses)	1 year	4 hours	RA 1080 (CPA)	PS Regional Depot
70	Procurement Management Officer III (IT Officer)	16	₱31,765.00	Bachelor's Degree (preferably graduate of BS IT, Computer Science and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	

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				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
71	Administrative Officer IV (Cashier)	15	₱29,010.00	Bachelor's Degree (preferably graduate of BS Financial Management, Commerce and other relevant courses)	1 year	4 hours	Career Service 2nd Level (Prof.) Eligibility	XIII (JP Rosales, Ave., Butuan City)
72	Administrative Assistant III	9	₱17,473.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	Career Service 1st Level (Sub-Prof.) Eligibility	
73	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	PS Regional Depot XIII (JP Rosales, Ave., Butuan City)
74	Administrative Aide VI	6	₱14,340.00	Completion of 2 year studies in college or High School Graduate with relevant vocational/ trade course	1 year	4 hours	None required	
75	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Marketing and Customer Service Division (PhilGEPS Office, Ortigas)
76	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
77	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
78	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
79	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
80	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
81	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	

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				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
82	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Business Development and Sales Division (PS Main Office, Paco Manila)
83	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
84	Administrative Assistant V	11	₱20,179.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
85	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Inspection Division (PS Main Office, Paco, Manila)
86	Procurement Management Officer I	11	₱20,179.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
87	Procurement Management Officer I	11	₱20,179.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
88	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Procurement Division I (PS Main Office, Paco, Manila)
89	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Procurement Division II (PS Main Office, Paco, Manila)
90	Procurement Management Officer II	11	₱20,179.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Procurement Division III (PS Main Office, Paco, Manila)
91	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Procurement Division IV (PS Main Office, Paco, Manila)
92	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	
93	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Procurement Division VII (PS Main Office)

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				Education	Relevant Experience	Relevant Training undertaken for the last 5 years	Eligibility	
94	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	VII (PS Main Office, Paco, Manila)
95	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Procurement Division VIII (PS Main Office, Paco, Manila)
96	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Procurement Division IX (PS Main Office, Paco, Manila)
97	Procurement Management Officer II	13	₱24,224.00	Bachelor's Degree relevant to the job	none required	none required	Career Service 2nd Level (Prof.) Eligibility	Procurement Division X (PS Main Office, Paco, Manila)

**Interested applicants who wish to apply are required to submit the following documents to the PS Human Resource Division:**

1. Letter of Intent addressed to the PS-PSB Chairperson
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017)
3. Work Experience Sheet;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Certificate of Employment (if applicable);
7. Performance rating in the present position for one (1) year (if applicable); and
8. 2x2 picture (scanned/soft copy)

**All copies must be clear and in PDF format**

**Applicants are advised to submit their application through courier/email to:**

OIC-Dir. JOELE H. EAYTE  
Chairperson, PS-Personnel Selection Board  
RR Road, Cristobal St., Paco, Manila  
jdcastillo@ps-philgeps.gov.ph, hrd@ps-philgeps.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**