CS Form No. 9
Revised 2025

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CIVIL SERVICE COMMISSION-NCR
FIELD OFFICE-BIR
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NAME/SIGNATURE: RESURRECCION A. PERILLA
Senior Human Resource Specialist
CSC-NCR Field Office
DATE: SEP 21 2026 03:59PM

Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the OFFICE OF THE OMBUDSMAN:

Original Sgd.
FLORIZA A. BRIONES
Director IV / Central Administrative Service
Date: 21-Sep-26

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 / Area of Specialization/ Residency Requirement* (if applicable)	
1	Chief Administrative Officer	OMBA-CADOF-1-2026	24	102,603.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	Leads the division and manages all purchasing, contracting, supply chain operations and logistics, as well as administrative support systems, to ensure legal compliance and cost efficiency.	Procurement Management Division (PMD) - CENTRAL OFFICE

2	Supervising Administrative Officer	OMBA-SADOF-2-2026	22	81,796.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Assists the Chief Administrative Officer in the planning, formulating and implementing the annual procurement plans, including managing bidding processes, overseeing the public procurement operations, ensuring compliance with procurement laws, and managing division personnel.	Procurement Management Division (PMD) - CENTRAL OFFICE

3	Administrative Officer V	OMBA-ADOF5-3-2026	18	53,818.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for the handling and coordination of procurement activities of the Agency; providing technical assistance in the preparation of procurement plans, as well as monitoring all phases of the procurement process.	Procurement Management Division (PMD) - CENTRAL OFFICE
4	Administrative Officer V	OMBA-ADOF5-4-2026	18	53,818.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for the handling and coordination of procurement activities of the Agency; providing technical assistance in the preparation of procurement plans, as well as monitoring all phases of the procurement process.	Procurement Management Division (PMD) - CENTRAL OFFICE

5	Administrative Officer V	OMBA-ADOF5-5-2026	18	53,818.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for the handling and coordination of procurement activities of the Agency; providing technical assistance in the preparation of procurement plans, as well as monitoring all phases of the procurement process.	Procurement Management Division (PMD) - CENTRAL OFFICE

6	Administrative Officer IV	OMBA-ADOF4-6-2026	15	42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for facilitating the administrative, procedural and records-keeping operations required to execute competitive biddings and alternative modes of procurement under RA 12009, and its Implementing Rules and Regulations and other related COA rules and regulations.	Procurement Management Division (PMD) - CENTRAL OFFICE

7	Administrative Officer IV	OMBA-ADOF4-7-2026	15	42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for facilitating the administrative, procedural and records-keeping operations required to execute competitive biddings and alternative modes of procurement under RA 12009, and its Impplementing Rules and Regulations and other related COA rules and regulations.	Procurement Management Division (PMD) - CENTRAL OFFICE

8	Administrative Officer IV	OMBA-ADOF4-8-2026	15	42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for facilitating the administrative, procedural and records-keeping operations required to execute competitive biddings and alternative modes of procurement under RA 12009, and its Impplementing Rules and Regulations and other related COA rules and regulations.	Procurement Management Division (PMD) - CENTRAL OFFICE

9	Administrative Officer III	OMBA-ADOF3-9-2026	14	38,764.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for handling the day-to-day administrative execution, document preparation, database tracking and statutory posting required for public biddings and alternative modes of procurement under RA 12009, and its Implementing Rules and Regulations and other related COA rules and regulations.	Procurement Management Division (PMD) - CENTRAL OFFICE

10	Administrative Officer III	OMBA-ADOF3-10-2026	14	38,764.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for handling the day-to-day administrative execution, document preparation, database tracking and statutory posting required for public biddings and alternative modes of procurement under RA 12009, and its Implementing Rules and Regulations and other related COA rules and regulations.	Procurement Management Division (PMD) - CENTRAL OFFICE

11	Administrative Officer III	OMBA-ADOF3-11-2026	14	38,764.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for handling the day-to-day administrative execution, document preparation, database tracking and statutory posting required for public biddings and alternative modes of procurement under RA 12009, and its Implementing Rules and Regulations and other related COA rules and regulations.	Procurement Management Division (PMD) - CENTRAL OFFICE

12	Administrative Assistant V	OMBA-ADAS5-12-2026	11	31,705.00	Completion of 2 years of studies in college (prior to 2018) OR High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/ Junior High School with relevant vocational/ trade course (TESDA NC II) (starting 2018)	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional (1st Level Eligibility)/ MC 11, s. 1996 (Data Encoder)/ Electronic Data Processing Specialist Eligibility (EDPSE)	Provides clerical/administrative support to PMD	Procurement Management Division (PMD) - CENTRAL OFFICE

13	Administrative Assistant V	OMBA-ADAS5-13-2026	11	31,705.00	Completion of 2 years of studies in college (prior to 2018) OR High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/ Junior High School with relevant vocational/ trade course (TESDA NC II) (starting 2018)	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional (1st Level Eligibility)/ MC 11, s. 1996 (Data Encoder)/ Electronic Data Processing Specialist Eligibility (EDPSE)	Provides clerical/administrative support to PMD	Procurement Management Division (PMD) - CENTRAL OFFICE

14	Administrative Assistant V	OMBA-ADAS5-14-2026	11	31,705.00	Completion of 2 years of studies in college (prior to 2018) OR High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/ Junior High School with relevant vocational/ trade course (TESDA NC II) (starting 2018)	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional (1st Level Eligibility)/ MC 11, s. 1996 (Data Encoder)/ Electronic Data Processing Specialist Eligibility (EDPSE)	Provides clerical/administrative support to PMD	Procurement Management Division (PMD) - CENTRAL OFFICE

15	Administrative Aide VI	OMBA-ADA6-15-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018) OR High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/ Junior High School with relevant vocational/ trade course (TESDA NC II) (starting 2018)	None required	None required	Career Service Subprofessional/ 1st Level Eligibility	Provides clerical/administrative support to PMD	Procurement Management Division (PMD) - CENTRAL OFFICE

16	Administrative Aide VI	OMBA-ADA6-16-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018) OR High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/ Junior High School with relevant vocational/ trade course (TESDA NC II) (starting 2018)	None required	None required	Career Service Subprofessional/ 1st Level Eligibility	Provides clerical/administrative support to PMD	Procurement Management Division (PMD) - CENTRAL OFFICE

17	Administrative Aide VI	OMBA-ADA6-17-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018) OR High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/ Junior High School with relevant vocational/ trade course (TESDA NC II) (starting 2018)	None required	None required	Career Service Subprofessional/ 1st Level Eligibility	Provides clerical/administrative support to PMD	Procurement Management Division (PMD) - CENTRAL OFFICE

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than October 2, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

Other requirements:

1. Certificate of trainings/ seminars attended;
2. Service record and/or certificates from previous/ present employers stating the position/s assumed and corresponding actual duties and responsibilities (if applicable);
3. Statement duly signed by the applicant as to any relative(s) within the fourth degree of consanguinity or affinity, currently employed with the Office of the Ombudsman;
4. NBI clearance; and
5. Police clearance from the police station nearest the current residence of the applicant.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

LOTIS LEE F. AGUIRRE
Chief Administrative Officer, HRMD Central Office

Office of the Ombudsman, Sen. Miriam Defensor-Santiago Ave., Diliman, Quezon City
89267161/ 89268751; hrmdhiring@ombudsman.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.