

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD – TECHNICAL SUPPORT OFFICE

NOTICE OF VACANT POSITIONS
As of 06 JULY 2020
(Updated as of 04 FEBRUARY 2021)

The Government Procurement Policy Board – Technical Support Office (GPPB-TSO) announces the following vacant positions for qualified applicants:

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Work Experience	Eligibility	Place of Assignment
INTERNAL AUDITOR III	IAUD3-21-2018	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Office of the Executive Director
INTERNAL AUDITOR II	IAUD2-20-2018	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional	Office of the Executive Director
ADMINISTRATIVE AIDE IV (DRIVER II)	CONTRACTUAL	4	13,807.00	Must be able to read and write/Elementary/High School graduate or completion of two year studies in college with relevant vocational/trade course	None required	None required	Professional Driver's License	Office of the Executive Director
ATTORNEY IV	ATY4-8-2013	23	75,359.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Legal and Research Division A
ATTORNEY III	ATY3-12-2018	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Legal and Research Division A
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-9-2013	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Legal and Research Division A
ATTORNEY V	ATY5-17-2018	25	96,985.00	Bachelor of Laws	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080	Legal and Research Division B
ATTORNEY IV	ATY4-9-2013	23	75,359.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant	RA 1080	Legal and Research Division B

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ATTORNEY III	ATY3-15-2018	21	59,353.00	Bachelor of Laws	4 hours of relevant training	experience 1 year of relevant experience	RA 1080	Legal and Research Division B
ATTORNEY III	ATY3-16-2018	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Legal and Research Division B
ATTORNEY V	ATY5-18-2018	25	96,985.00	Bachelor of Laws	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080	Secretariat Division
ATTORNEY III	ATY3-8-2018	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Secretariat Division
PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-15-2013	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional	Secretariat Division
PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-9-2013	24	85,074.00	Master's degree or Certificate in Leadership and Management from Civil Service Commission (CSC)	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Second Level Eligibility / Career Service Professional	Performance Monitoring Division A
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-7-2018	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Performance Monitoring Division A
PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-8-2013	24	85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Second Level Eligibility / Career Service Professional	Performance Monitoring Division B

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PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-4-2018	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Performance Monitoring Division B
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-5-2018	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Performance Monitoring Division B
PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-7-2013	24	85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/manag ement learning and development intervention	4 years of supervisory/ management experience	Second Level Eligibility / Career Service Professional	Capacity Development Division A
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-10-2018	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Capacity Development Division A
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-11-2018	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Capacity Development Division A
PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-6-2018	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional	Capacity Development Division A
PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-6-2013	24	85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/manag ement learning and development intervention	4 years of supervisory/ management experience	Second Level Eligibility / Career Service Professional	Capacity Development Division B
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-3-2013	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Capacity Development Division B
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-9-2018	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Capacity Development Division B

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PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-5-2018	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional	Capacity Development Division B
PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-5-2013	24	85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/manag ement learning and development intervention	4 years of supervisory/ management experience	Second Level Eligibility / Career Service Professional	Information Management Division
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-1-2013	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Information Management Division
CHIEF ADMINISTRATIVE OFFICER	CADOF-11-2018	24	85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Second Level Eligibility / Career Service Professional	Finance Division
CHIEF ADMINISTRATIVE OFFICER	CADOF-10-2013	24	85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Second Level Eligibility / Career Service Professional	Administrative Division
ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)	ADOF5-10-2018	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Administrative Division
ADMINISTRATIVE OFFICER IV (CASHIER II)	ADOF4-5-2013	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional	Administrative Division
ADMINISTRATIVE AIDE IV (DRIVER II)	CONTRACTUAL	4	13,807.00	Must be able to read and write/Elementary/High School graduate or	None required	None required	Professional Driver's License	Administrative Division

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As of 06 JULY 2020
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Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Work Experience	Eligibility	Place of Assignment
				completion of two year studies in college with relevant vocational/trade course				

Interested and qualified applicants should signify their interest in writing.

Attach the following documents to the application letter and send at careers@gppb.gov.ph not later than **26 February 2021.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture Authenticated Transcript of Records;
2. Performance rating in the last rating period (if applicable); Certified Copy of Training Certificates, Service Record, Certificate of employment, and Performance Ratings for the last two rating periods (if employed); and
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:

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Unit 2504 Raffles Corporate Center F. Ortigas Jr. Road Ortigas Center Pasig City

Email address: careers@gppb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD – TECHNICAL SUPPORT OFFICE

NOTICE OF VACANT POSITIONS
As of 22 October 2020
(Updated as of 04 FEBRUARY 2021)

The Government Procurement Policy Board – Technical Support Office (GPPB-TSO) announces the following vacant positions for qualified applicants:

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Work Experience	Eligibility	Place of Assignment
ATTORNEY III	ATY3-11-2018	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Legal and Research Division A
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-10-2013	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Legal and Research Division A
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-12-2018	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Legal and Research Division A
PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-6-2013	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional	Performance Monitoring Division A
PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-14-2013	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional	Performance Monitoring Division A
PROCUREMENT MANAGEMENT OFFICER II	PROCMO2-3-2018	13	26,754.00	Bachelor's degree	None required	None required	Second Level Eligibility / Career Service Professional	Performance Monitoring Division A
PROCUREMENT MANAGEMENT OFFICER II	PROCMO2-2-2018	13	26,754.00	Bachelor's degree	None required	None required	Second Level Eligibility / Career Service Professional	Performance Monitoring Division B
PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-12-2013	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional	Capacity Development Division B
ACCOUNTANT IV	A4-10-2018	22	66,867.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 (CPA)	Finance Division

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD – TECHNICAL SUPPORT OFFICE

NOTICE OF VACANT POSITIONS
As of 22 October 2020
(Updated as of 04 FEBRUARY 2021)

Interested and qualified applicants should signify their interest in writing.

Attach the following documents to the application letter and send at careers@gppb.gov.ph not later than **26 February 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture Authenticated Transcript of Records;
2. Performance rating in the last rating period (if applicable); Certified Copy of Training Certificates, Service Record, Certificate of employment, and Performance Ratings for the last two rating periods (if employed); and
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:

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Unit 2504 Raffles Corporate Center F. Ortigas Jr. Road Ortigas Center Pasig City

Email address: careers@gppb.gov.ph

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Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD – TECHNICAL SUPPORT OFFICE

NOTICE OF VACANT POSITIONS
Published as of 09 December 2020
(Updated as of 04 FEBRUARY 2021)

The Government Procurement Policy Board – Technical Support Office (GPPB-TSO) announces the following vacant positions for qualified applicants:

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Work Experience	Eligibility	Place of Assignment
PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-10-2013	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional	Information Management Division

Interested and qualified applicants should signify their interest in writing.

Attach the following documents to the application letter and send at careers@gppb.gov.ph not later than **26 February 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture Authenticated Transcript of Records;
2. Performance rating in the last rating period (if applicable); Certified Copy of Training Certificates, Service Record, Certificate of employment, and Performance Ratings for the last two rating periods (if employed); and
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:

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Unit 2504 Raffles Corporate Center F. Ortigas Jr. Road Ortigas Center Pasig City

Email address: careers@gppb.gov.ph

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Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD – TECHNICAL SUPPORT OFFICE

NOTICE OF VACANT POSITIONS
as of 15 JANUARY 2021
(updated as of 04 FEBRUARY 2021)

The Government Procurement Policy Board – Technical Support Office (GPPB-TSO) announces the following vacant positions for qualified applicants:

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Work Experience	Eligibility	Place of Assignment
DEPUTY EXECUTIVE DIRECTOR IV	DED4-14-2013	28	139,939.00	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/ management training and development intervention	5 years of supervisory/ management experience	Career Service Professional/Second Level Eligibility, Appropriate BAR/Board (RA 1080) for positions involving practice of profession	Office of the Executive Director
EXECUTIVE ASSISTANT II (Co-terminous)	EXA2-18-2018	17	38,464.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Second Level Eligibility / Career Service Professional	Office of the Executive Director

Interested and qualified applicants should signify their interest in writing.

Attach the following documents to the application letter and send at careers@gppb.gov.ph not later than **26 February 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture Authenticated Transcript of Records;
2. Performance rating in the last rating period (if applicable); Certified Copy of Training Certificates, Service Record, Certificate of employment, and Performance Ratings for the last two rating periods (if employed); and
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD – TECHNICAL SUPPORT OFFICE

NOTICE OF VACANT POSITIONS
as of 15 JANUARY 2021
(updated as of 04 FEBRUARY 2021)

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

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Unit 2504 Raffles Corporate Center F. Ortigas Jr. Road Ortigas Center Pasig City

Email address: careers@gppb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.