

Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the GOVERNMENT PROCUREMENT POLICY BOARD in the CSC website:

**JULIE D. ABRIGO**  
HRMO

Date: May 27, 2022

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	ADMINISTRATIVE AIDE IV (Driver II)	Contractual	4	14,993.00	Elementary School Graduate	None required	None required	Professional Driver's License	N/A	Administrative Division

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 June 8, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating for the last two (2) rating periods (if applicable);
3. Certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificate of Employment or Service Record;
6. Certificate of trainings attended.

**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  
[careers@gppb.gov.ph](mailto:careers@gppb.gov.ph)

**ONLY THOSE WHO HAVE SUBMITTED COMPLETE REQUIREMENTS WITHIN THE DEADLINE SHALL BE CONSIDERED.**