

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

NOTICE OF VACANT POSITIONS
As of 06 JULY 2020
(Updated as of 08 JANUARY 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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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 **22 January 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
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NOTICE OF VACANT POSITIONS
As of 22 October 2020
(Updated as of 08 JANUARY 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

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1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture Authenticated Transcript of Records;
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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
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NOTICE OF VACANT POSITIONS
Published as of 09 December 2020
(Updated as of 08 JANUARY 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.

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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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