

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:

**DIANA LOU P. DONOSO**  
HRMO

Date: August 12, 2020

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	
1	DEPUTY EXECUTIVE DIRECTOR IV	Presidential Appointment DED4-14-2013	28	142,223.00	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/management training and development intervention undertaken	Five (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 IV

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](mailto:careers@gppb.gov.ph) not later than August 21, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
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 2506 Raffles Corporate Center F. Ortigas Jr. Road Ortigas Center  
Pasig City

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

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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	EXECUTIVE ASSISTANT IV	EXA4-13-2013	22	66,867.00	Bachelor's Degree	16 hours relevant training	3 years	Second Level Eligibility / Career Service Professional		Office of the Executive Director
2	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
3	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
4	PLANNING OFFICER III	PLO3-23-2018	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
5	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
6	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
7	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
8	PROCUREMENT MANAGEMENT OFFICER V	PROCMO5-9-2013	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Second Level Eligibility / Career Service Professional		Legal and Research Division A
9	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
10	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-17-2013	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		Legal and Research Division A
11	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
12	ATTORNEY IV	ATY4-9-2013	23	75,359.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal and Research Division B
13	ATTORNEY III	ATY3-15-2018	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division B
14	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
15	PROCUREMENT MANAGEMENT OFFICER V	PROCMO5-10-2013	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Second Level Eligibility / Career Service Professional		Legal and Research Division B
16	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
17	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
18	PROCUREMENT MANAGEMENT OFFICER V	PROCMO5-7-2013	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Second Level Eligibility / Career Service Professional		Secretariat Division
19	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
20	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-7-2018	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		Secretariat Division

21	PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-9-2013	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 A
22	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-6-2018	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

23	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
24	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
25	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
26	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
27	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-3-2018	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		Performance Monitoring Division B
28	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/management learning and development intervention	4 years of supervisory/management experience	Second Level Eligibility / Career Service Professional		Capacity Development Division A
29	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-4-2013	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 A
30	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
31	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
32	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
33	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/management learning and development intervention	4 years of supervisory/management experience	Second Level Eligibility / Career Service Professional		Capacity Development Division B
34	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
35	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
36	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
37	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/management learning and development intervention	4 years of supervisory/management experience	Second Level Eligibility / Career Service Professional		Information Management Division
38	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
39	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
40	ACCOUNTANT IV	A4-10-2018	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		Finance Division
41	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
42	ADMINISTRATIVE OFFICER V (Records Officer III)	ADOF5-10-2018	18	42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service Professional		Administrative Division
43	ADMINISTRATIVE OFFICER IV (Cashier II)	ADOF4-5-2013	15	32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service Professional		Administrative Division
44	ADMINISTRATIVE AIDE III (Utility Worker II)	ADA3-2-2013	3	13,019.00	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	None required		Administrative Division
45	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		Administrative 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](mailto:careers@gppb.gov.ph) not later than August 21, 2020.

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Executive Director V

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