

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
HRMG

Date: 20 October 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	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
2	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
3	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
4	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
5	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
6	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
7	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
8	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
9	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
10	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
11	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
12	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
13	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
14	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
15	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
16	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
17	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

18	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
19	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
20	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
21	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
22	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
23	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
24	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
25	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
26	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
27	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
28	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
29	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
30	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
31	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
32	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
33	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
34	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
35	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
36	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
37	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 not later than 01 November 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.