

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: January 4, 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 Officer II (Human Resource Management Officer I) <i>(Anticipated Vacancy Position)</i>	GPPB-TSOB-ADOF2-1-2018	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility / Career Service Professional	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 January 14, 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;
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

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