

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 webs

ELMIRA S. CRUZ - CAISIDO

HRMO

Date: \_\_\_\_\_

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	EXECUTIVE ASSISTANT IV	EXA4-13-2013	22	58,717.00	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	38,085.00	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	PLANNING OFFICER III	PLO3-23-2018	18	38,085.00	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	INTERNAL AUDITOR II	IAUD2-20-2018	15	29,010.00	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
5	PLANNING OFFICER II	PLO2-22-2018	15	29,010.00	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
6	ATTORNEY V	ATY5-11-2013	25	82,439.00	Bachelor of Laws	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & supervision	RA 1080		Legal and Research Division A
7	ATTORNEY III	ATY3-9-2018	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division A
8	ATTORNEY III	ATY3-10-2018	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division A
9	ATTORNEY III	ATY3-11-2018	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division A
10	ATTORNEY III	ATY3-12-2018	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division A
11	PROCUREMENT MANAGEMENT OFFICER V	PROCMO5-9-2013	22	58,717.00	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
12	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-9-2013	19	42,099.00	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
13	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-16-2013	16	31,765.00	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
14	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-17-2013	16	31,765.00	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
15	ATTORNEY III	ATY3-13-2018	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division B
16	ATTORNEY III	ATY3-14-2018	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division B
17	ATTORNEY III	ATY3-15-2018	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division B
18	ATTORNEY III	ATY3-16-2018	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division B
19	ATTORNEY V	ATY5-17-2018	25	82,439.00	Bachelor of Laws	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & supervision	RA 1080		Legal and Research Division B
20	ATTORNEY IV	ATY4-9-2013	23	65,604.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal and Research Division B
21	PROCUREMENT MANAGEMENT OFFICER V	PROCMO5-10-2013	22	58,717.00	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
22	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-8-2013	19	42,099.00	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 B
23	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-8-2018	16	31,765.00	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 B
24	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-9-2018	16	31,765.00	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 B
25	ATTORNEY V	ATY5-18-2018	25	82,439.00	Bachelor of Laws	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & supervision	RA 1080		Secretariat Division

26	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-7-2013	19	42,099.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Second Level Eligibility / Career Service (Professional)		Secretariat Division
27	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-15-2013	16	31,765.00	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
28	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-7-2018	16	31,765.00	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
29	PROCUREMENT MANAGEMENT OFFICER II	PROCMO2-12-2013	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility / Career Service (Professional)		Secretariat Division
30	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-6-2018	19	42,099.00	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
31	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-7-2018	19	42,099.00	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
32	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-4-2018	16	31,765.00	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
33	PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-8-2013	24	73,299.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & Supervision	Second Level Eligibility / Career Service (Professional)		Performance Monitoring Division B
34	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-4-2018	19	42,099.00	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
35	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-5-2018	19	42,099.00	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
36	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-3-2018	16	31,765.00	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
37	PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-7-2013	24	73,299.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & Supervision	Second Level Eligibility / Career Service (Professional)		Capacity Development Division A
38	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-4-2013	19	42,099.00	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
39	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-10-2018	19	42,099.00	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
40	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-11-2018	19	42,099.00	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
41	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-6-2018	16	31,765.00	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
42	PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-6-2013	24	73,299.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & Supervision	Second Level Eligibility / Career Service (Professional)		Capacity Development Division B
43	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-3-2013	19	42,099.00	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
44	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-8-2018	19	42,099.00	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
45	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-9-2018	19	42,099.00	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
46	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-5-2018	16	31,765.00	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
47	PROCUREMENT MANAGEMENT OFFICER II	PROCMO2-4-2018	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility / Career Service (Professional)		Capacity Development Division B
48	PROCUREMENT MANAGEMENT OFFICER VI	PROCMO6-5-2013	24	73,299.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & Supervision	Second Level Eligibility / Career Service (Professional)		Information Management Division
49	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-1-2013	19	42,099.00	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
50	CHIEF ADMINISTRATIVE OFFICER	CADOF-11-2018	24	73,299.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & Supervision	Second Level Eligibility / Career Service (Professional)		Finance Division
51	ACCOUNTANT III	A3-7-2013	19	42,099.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)		Finance Division
52	CHIEF ADMINISTRATIVE OFFICER	CADOF-10-2013	24	73,299.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management & Supervision	Second Level Eligibility / Career Service (Professional)		Administrative Division
53	ADMINISTRATIVE OFFICER V (Records Officer III)	ADOF5-10-2018	18	38,085.00	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
54	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	ADOF4-13-2018	15	29,010.00	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

55	ADMINISTRATIVE OFFICER IV	ADOF4-5-2018	15	29,010.00	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
56	ADMINISTRATIVE OFFICER III (Supply Officer III)	ADOF3-12-2018	14	26,494.00	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
57	ADMINISTRATIVE OFFICER II	ADOF2-4-2018	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility / Career Service (Professional)		Administrative Division
58	ADMINISTRATIVE OFFICER II (Human Resource Management Officer I)	ADOF2-1-2018	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility / Career Service (Professional)		Administrative Division
59	ADMINISTRATIVE ASSISTANT II	ADAS2-3-2013	8	16,282.00	Completion of two- years studies in college	4 hours of relevant training	1 year of relevant experience	First Level Eligibility / Career Service (Sub-Professional)		Administrative Division
60	ADMINISTRATIVE AIDE IV (Driver IV)	Contractual	4	12,674.00	Elementary / High School graduate or completion of relevant vocational / trade course	None required	None required	Professional Driver's License		Administrative Division
61	ADMINISTRATIVE AIDE IV (Driver IV)	Contractual	4	12,674.00	Elementary / High School graduate or completion of relevant vocational / trade course	None required	None required	Professional Driver's License		Administrative Division
62	ADMINISTRATIVE AIDE IV (Driver IV)	Contractual	4	12,674.00	Elementary / High School graduate or completion of 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 to the address below not later than January 14, 2019.

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; an
4. Photocopy of Transcript of Records

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application

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 ROWENA CANDICE M. RUIZ  
 Executive Director V  
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 Unit 2506 Raffles Corporate Center F, Ortigas Jr. Road, Ortigas Center, Pasig City  
[careers@pppb.gov.ph](mailto:careers@pppb.gov.ph)  
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.