

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: October 4, 2019
(updated as of March 07, 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		Competency (if applicable)
1	EXECUTIVE ASSISTANT IV	EXA4-13-2013	22	65,319.00	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	40,637.00	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	30,531.00	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	40,637.00	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	ATTORNEY IV	ATY4-8-2013	23	73,811.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal and Research Division A
6	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-9-2013	19	45,269.00	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
7	ATTORNEY III	ATY3-10-2018	21	57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division A
8	ATTORNEY III	ATY3-11-2018	21	57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division A
9	ATTORNEY III	ATY3-12-2018	21	57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division A
10	PROCUREMENT MANAGEMENT OFFICER V	PROCMO5-9-2013	22	65,319.00	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
11	ATTORNEY IV	ATY4-9-2013	23	73,811.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal and Research Division B
12	ATTORNEY III	ATY3-14-2018	21	57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal and Research Division B
13	ATTORNEY III	ATY3-15-2018	21	57,805.00	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	57,805.00	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	65,319.00	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 III	ATY3-8-2018	21	57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Secretariat Division
17	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-15-2013	16	33,584.00	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
18	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-7-2018	16	33,584.00	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
19	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-6-2018	19	45,269.00	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
20	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-7-2018	19	45,269.00	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
21	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-4-2018	19	45,269.00	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 IV	PROCMO4-5-2018	19	45,269.00	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
23	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-3-2018	16	33,584.00	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
24	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-4-2013	19	45,269.00	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 IV	PROCMO4-10-2018	19	45,269.00	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
26	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-11-2018	19	45,269.00	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
27	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-6-2018	16	33,584.00	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
28	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-3-2013	19	45,269.00	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 IV	PROCMO4-8-2018	19	45,269.00	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
30	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-9-2018	19	45,269.00	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
31	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-5-2018	16	33,584.00	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
32	PROCUREMENT MANAGEMENT OFFICER IV	PROCMO4-1-2013	19	45,269.00	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
33	ACCOUNTANT IV	A4-10-2018	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		Finance Division
34	ADMINISTRATIVE OFFICER V (Records Officer III)	ADOF5-10-2018	18	40,637.00	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	30,531.00	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	12,466.00	Must be able to read and write	None required	None required	None required		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 March 16, 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.

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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: March 07, 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	Competency (if applicable)	
1	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
2	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
3	PROCUREMENT MANAGEMENT OFFICER VI	PROC MO6-9-2013	24	85,074.00	Master's degree or Certificate of Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Performance Monitoring Division A
4	PROCUREMENT MANAGEMENT OFFICER VI	PROC MO6-8-2013	24	85,074.00	Master's degree or Certificate of Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Performance Monitoring Division B
5	PROCUREMENT MANAGEMENT OFFICER VI	PROC MO6-7-2013	24	85,074.00	Master's degree or Certificate of Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Capacity Development Division A
6	PROCUREMENT MANAGEMENT OFFICER VI	PROC MO6-6-2013	24	85,074.00	Master's degree or Certificate of Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Capacity Development Division B
7	PROCUREMENT MANAGEMENT OFFICER VI	PROC MO6-5-2013	24	85,074.00	Master's degree or Certificate of Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Information Management Division
8	CHIEF ADMINISTRATIVE OFFICER	CADOF-11-2018	24	85,074.00	Master's degree or Certificate of Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Finance Division
9	CHIEF ADMINISTRATIVE OFFICER	CADOF-10-2013	24	85,074.00	Master's degree or Certificate of Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility		Administrative Division
10	PROCUREMENT MANAGEMENT OFFICER III	PROC MO3-17-2013	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

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 March 16, 2020.

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Executive Director V

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DIANA LOU P. DONOSO

HRMO

Date: March 04, 2020

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					Education	Training	Experience	Eligibility		Competency (if applicable)
1	PROCUREMENT MANAGEMENT OFFICER V	PROCMO5-7-2013	22	68,415.00	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
2	PROCUREMENT MANAGEMENT OFFICER III	PROCMO3-4-2018	16	36,628.00	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
3	ADMINISTRATIVE AIDE IV (Driver IV)	Contractual	4	14,400.00	Elementary/High School graduate or completion of relevant vocational/trade course	None required	None required	Professional Driver's License		Administrative Division

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