

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: 06-Jun-23

| 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 IV (Cashier II) (Anticipated Vacancy) | GPPB-TSOB-ADOF4-5-2013 | 15 | 36,619.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | One (1) year of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Administrative Division |
| 2 | ADMINISTRATIVE OFFICER IV | GPPB-TSOB-ADOF4-2-2021 | 15 | 36,619.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | One (1) year of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Administrative Division |
| 3 | ADMINISTRATIVE OFFICER V | GPPB-TSOB-ADOF5-1-2021 | 18 | 46,725.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Administrative Division |
| 4 | INTERNAL AUDITOR III | GPPB-TSOB-IAUD3-21-2018 | 18 | 46,725.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Office of the Executive Director |
| 5 | INTERNAL AUDITOR II | GPPB-TSOB-IAUD2-20-2018 | 15 | 36,619.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | One (1) year of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Office of the Executive Director |
| 6 | PROCUREMENT MANAGEMENT OFFICER IV | GPPB-TSOB-PROCMO4-4-2013 | 19 | 51,357.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Capacity Development Division - A |
| 7 | PROCUREMENT MANAGEMENT OFFICER IV | GPPB-TSOB-PROCMO4-11-2018 | 19 | 51,357.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Capacity Development Division - A |
| 8 | PROCUREMENT MANAGEMENT OFFICER IV | GPPB-TSOB-PROCMO4-9-2018 | 19 | 51,357.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Capacity Development Division - B |
| 9 | PROCUREMENT MANAGEMENT OFFICER III | GPPB-TSOB-PROCMO3-11-2013 | 16 | 39,672.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | One (1) year of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Capacity Development Division - B |
| 10 | ATTORNEY IV | GPPB-TSOB-ATY4-8-2013 | 23 | 80,003.00 | Bachelor of Laws | 8 hours of relevant training | Two (2) years of relevant experience | RA 1080 (Bar) | N/A | Legal and Research Division - A |
| 11 | ATTORNEY III | GPPB-TSOB-ATY3-12-2018 | 21 | 63,997.00 | Bachelor of Laws | 4 hours of relevant training | One (1) year of relevant experience | RA 1080 (Bar) | N/A | Legal and Research Division - A |
| 12 | ATTORNEY III | GPPB-TSOB-ATY3-15-2018 | 21 | 63,997.00 | Bachelor of Laws | 4 hours of relevant training | One (1) year of relevant experience | RA 1080 (Bar) | N/A | Legal and Research Division - B |
| 13 | ATTORNEY III | GPPB-TSOB-ATY3-16-2018 | 21 | 63,997.00 | Bachelor of Laws | 4 hours of relevant training | One (1) year of relevant experience | RA 1080 (Bar) | N/A | Legal and Research Division - B |

Government Procurement Policy Board – Technical Support Office (GPPB-TSO) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. This office highly encourages all interested and qualified applicants, including Persons with Disability (PWD), members of indigenous communities, irrespective of their sexual orientation and gender identity to apply to the above-vacant positions.

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 16 June 2023.

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.