

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: 26-May-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 II (Anticipated Vacancy)	GPPB-TSOB-ADOF2-3-2021	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility/Career Service (Professional)	N/A	Administrative Division
2	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-10- 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

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 05 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.