

Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

  
**JULIE D. ABRIGO**  
HRMO

Date: January 31, 2023

| No. | Position Title<br>(Parenthetical Title, if applicable)            | Plantilla Item No.        | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards               |                              |   |   |                               | Place of Assignment                |
|-----|---|---------------------------|------------------------------|-------------------|---------------------------------------|------------------------------|---|---|-------------------------------|------------------------------------|
|     |   |                           |                              |                   | Education                             | Training                     | Experience                              | Eligibility   | Competency<br>(if applicable) |                                    |
| 1   | PROCUREMENT MANAGEMENT<br>OFFICER IV<br><br>(Anticipated Vacancy) | GPPB-TSOB-PROCMO4-12-2018 | 19                           | 51,357.00         | Bachelor's degree relevant to the job | 8 hours of relevant training | Two (2) years of relevant<br>experience | Career Service (Professional) / Second<br>Level Eligibility | N/A                           | Legal and Research Division -<br>B |
| 2   | PROCUREMENT MANAGEMENT<br>OFFICER IV<br><br>(Anticipated Vacancy) | GPPB-TSOB-PROCMO4-8-2013  | 19                           | 51,357.00         | Bachelor's degree relevant to the job | 8 hours of relevant training | Two (2) years of relevant<br>experience | Career Service (Professional) / Second<br>Level Eligibility | N/A                           | Legal and Research Division -<br>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 February 10, 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](http://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](mailto:careers@gppb.gov.ph)

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