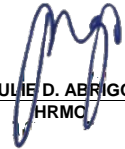


Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
Request for Publication of Vacant Positions

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  
HRMC

Date: 23-Aug-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 (HUMAN RESOURCE MANAGEMENT OFFICER I) (Anticipated Vacancy)	GPPB-TSOB-ADOF2-1-2018	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	Administrative Division

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 **04 September 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.**