

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

Date of Publication


~~09 NOV 2023~~
Aurea Aurora M Bravo
1140

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

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:

CSC – FO Office of the President


JULIE D. ABRIGO
HRMO

Date:

09 NOV 2023

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|---------------------------|------------------------|-------------------|--|--|---|--|-------------------------------|-----------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | ATTORNEY V | GPPB-TSOB-ATY5-18-2018 | 25 | 102690 | Bachelor of Laws | 16 hours of relevant training | Three (3) years of relevant experience | RA 1080 (Attorney) | N/A | Secretariat Division |
| 2 | PROCUREMENT MANAGEMENT OFFICER V | GPPB-TSOB-PROCMO5-7-2013 | 22 | 71511 | Bachelor's degree relevant to the job | 16 hours relevant training | Three (3) years relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Secretariat Division |
| 3 | PROCUREMENT MANAGEMENT OFFICER III | GPPB-TSOB-PROCMO3-15-2013 | 16 | 39672 | Bachelor's degree relevant to the job | 4 hours relevant training | One (1) year relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Secretariat Division |
| 4 | PROCUREMENT MANAGEMENT OFFICER III | GPPB-TSOB-PROCMO3-7-2018 | 16 | 39672 | Bachelor's degree relevant to the job | 4 hours relevant training | One (1) year relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Secretariat Division |
| 5 | ATTORNEY V | GPPB-TSOB-ATY5-11-2013 | 25 | 102690 | Bachelor of Laws | 16 hours of relevant training | Three (3) years of relevant experience | RA 1080 (Attorney) | N/A | Legal and Research Division-A |
| 6 | PROCUREMENT MANAGEMENT OFFICER IV | GPPB-TSOB-PROCMO4-10-2013 | 19 | 51357 | Bachelor's degree relevant to the job | 8 hours relevant training | Two (2) years relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Legal and Research Division-A |
| 7 | PROCUREMENT MANAGEMENT OFFICER III | GPPB-TSOB-PROCMO3-17-2013 | 16 | 39672 | Bachelor's degree relevant to the job | 4 hours relevant training | One (1) year relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Legal and Research Division-A |
| 8 | ATTORNEY V | GPPB-TSOB-ATY5-17-2018 | 25 | 102690 | Bachelor of Laws | 16 hours of relevant training | Three (3) years of relevant experience | RA 1080 (Attorney) | N/A | Legal and Research Division-B |
| 9 | ATTORNEY IV | GPPB-TSOB-ATY4-9-2013 | 23 | 80003 | Bachelor of Laws | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 (Attorney) | N/A | Legal and Research Division-B |
| 10 | PROCUREMENT MANAGEMENT OFFICER V | GPPB-TSOB-PROCMO5-10-2013 | 22 | 71511 | Bachelor's degree relevant to the job | 16 hours relevant training | Three (3) years relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Legal and Research Division-B |
| 11 | ATTORNEY III | GPPB-TSOB-ATY3-13-2018 | 21 | 63997 | Bachelor of Laws | 4 hours of relevant training | One (1) year of relevant experience | RA 1080 (Attorney) | N/A | Legal and Research Division-B |
| 12 | PROCUREMENT MANAGEMENT OFFICER IV | GPPB-TSOB-PROCMO4-12-2018 | 19 | 51357 | Bachelor's degree relevant to the job | 8 hours relevant training | Two (2) years relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Legal and Research Division-B |
| 13 | PROCUREMENT MANAGEMENT OFFICER III | GPPB-TSOB-PROCMO3-8-2018 | 16 | 39672 | Bachelor's degree relevant to the job | 4 hours relevant training | One (1) year relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Legal and Research Division-B |
| 14 | PROCUREMENT MANAGEMENT OFFICER VI | GPPB-TSOB-PROCMO6-9-2013 | 24 | 90078 | Master's Degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention | Four (4) years of supervisory/management experience | Career Service (Professional) / Second Level Eligibility | N/A | Performance Monitoring Division-A |
| 15 | PROCUREMENT MANAGEMENT OFFICER IV | GPPB-TSOB-PROCMO4-7-2018 | 19 | 51357 | Bachelor's degree relevant to the job | 8 hours relevant training | Two (2) years relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Performance Monitoring Division-A |
| 16 | PROCUREMENT MANAGEMENT OFFICER III | GPPB-TSOB-PROCMO3-4-2018 | 16 | 39672 | Bachelor's degree relevant to the job | 4 hours relevant training | One (1) year relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Performance Monitoring Division-A |
| 17 | PROCUREMENT MANAGEMENT OFFICER VI | GPPB-TSOB-PROCMO6-8-2013 | 24 | 90078 | Master's Degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention | Four (4) years of supervisory/management experience | Career Service (Professional) / Second Level Eligibility | N/A | Performance Monitoring Division-B |
| 18 | PROCUREMENT MANAGEMENT OFFICER IV | GPPB-TSOB-PROCMO4-4-2018 | 19 | 51357 | Bachelor's degree relevant to the job | 8 hours relevant training | Two (2) years relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Performance Monitoring Division-B |
| 19 | PROCUREMENT MANAGEMENT OFFICER IV | GPPB-TSOB-PROCMO4-5-2018 | 19 | 51357 | Bachelor's degree relevant to the job | 8 hours relevant training | Two (2) years relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Performance Monitoring Division-B |
| 20 | PROCUREMENT MANAGEMENT OFFICER VI | GPPB-TSOB-PROCMO6-5-2013 | 24 | 90078 | Master's Degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention | Four (4) years of supervisory/management experience | Career Service (Professional) / Second Level Eligibility | N/A | Information Management Division |
| 21 | CHIEF ADMINISTRATIVE OFFICER | GPPB-TSOB-CADOF-10-2013 | 24 | 90078 | Master's Degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention | Four (4) years of supervisory/management experience | Career Service (Professional) / Second Level Eligibility | N/A | Administrative Division |

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|----|------------------------------------|---------------------------|----|-------|--|--|---|--|-----|---------------------------------|
| 22 | CHIEF ADMINISTRATIVE OFFICER | GPPB-TSOB-CADOF-11-2018 | 24 | 90078 | Master's Degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention | Four (4) years of supervisory/management experience | Career Service (Professional) / Second Level Eligibility | N/A | Finance Division |
| 23 | PROCUREMENT MANAGEMENT OFFICER III | GPPB-TSOB-PROC MO3-5-2018 | 16 | 39672 | Bachelor's degree relevant to the job | 4 hours relevant training | One (1) year relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | Capacity Development Division-B |
| 24 | PROCUREMENT MANAGEMENT OFFICER II | GPPB-TSOB-PROC MO2-4-2018 | 13 | 31320 | Bachelor's degree | None required | None required | Career Service (Professional) / Second Level Eligibility | N/A | Capacity Development 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 November 20, 2023:

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 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 APPLICANTS WHO HAVE SUBMITTED THE COMPLETE REQUIREMENTS AND MET THE MINIMUM QUALIFICATION STANDARDS WILL BE CONSIDERED. APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE ENTERTAINED.