

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


Date of Publication
~~DEC 20 2023~~

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: December 20, 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	Administrative Officer II	GPPB-TSOB-ADOF2-4-2021	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Administrative Division
2										
3										
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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 position.

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 January 2, 2024:

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; and
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.