

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

Date of Publication
GLADYS GRACER RIVERA
11 MARCH 2024

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: March 1, 2024

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 V	GPPB-TSOB-ADOF5-10-2018	18	46725	Bachelor's degree relevant to the job	8 hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	-Records Management	Administrative Division
2	Administrative Officer V (Anticipated Vacancy)	GPPB-TSOB-ADOF5-9-2018	18	46725	Bachelor's degree relevant to the job	8 hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	-Budget Preparation, - Budget Administration and Control	Finance Division
3	Administrative Officer V	GPPB-TSOB-ADOF5-1-2021	18	46725	Bachelor's degree relevant to the job	8 hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	-Working knowledge of the RA 9184	Administrative Division
4	Administrative Officer IV	GPPB-TSOB-ADOF4-2-2021	15	36619	Bachelor's degree relevant to the job	4 hours relevant training	One (1) year relevant experience	Career Service (Professional) / Second Level Eligibility	-Working knowledge of the RA 9184	Administrative Division
5	Procurement Management Officer IV	GPPB-TSOB-PROCMO4-8-2013	19	51357	Bachelor's degree relevant to the job	8 hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	-Working knowledge of the RA 9184 -Policy review and writing	Legal and Research 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 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 March 11, 2024.

1. Duly 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. Work Experience Sheet
3. Performance rating for the last two (2) rating periods (if applicable);
4. Certificate of Eligibility/Rating/License;
5. Photocopy of Transcript of Records;
6. Certificate of Employment or Service Record; and
7. 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.