

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

Electronic copy to be submitted to the CSC
FO must be in MS Excel format
Malacañang, Manila
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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:

By: 
Date: 4 MAY 2024
DIANA LOU P. DONOSO
HRMO

Date: May 24, 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	
1	ATTORNEY IV	GPPB-TSOB-ATY4-8-2013	23	80003	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (BAR)	Legal and Research Division-A
2	ATTORNEY III	GPPB-TSOB-ATY3-12-2018	21	63997	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (BAR)	Legal and Research Division-A
3	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-10-2013	19	51357	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Civil Service (Professional)/ Second Level Eligibility	Legal and Research Division-A
4	ATTORNEY III	GPPB-TSOB-ATY3-15-2018	21	63997	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (BAR)	Legal and Research Division-B
5	INTERNAL AUDITOR III	GPPB-TSOB-IAUD3-21-2018	18	46725	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Civil Service (Professional)/ Second Level Eligibility	Office of the Executive Director
6	INTERNAL AUDITOR II	GPPB-TSOB-IAUD2-20-2018	15	36619	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Civil Service (Professional)/ Second Level Eligibility	Office of the Executive Director
7	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-4-2013	19	51357	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Civil Service (Professional)/ Second Level Eligibility	Capacity Development Division-A
8	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-11-2018	19	51357	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Civil Service (Professional)/ Second Level Eligibility	Capacity Development Division-A
9	ADMINISTRATIVE ASSISTANT II	GPPB-TSOB-ADAS2-3-2013	8	19744	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Civil Service (Subprofessional)/ First Level Eligibility	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 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 June 7, 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, LLM, CESO I
Executive Director V
Government Procurement Policy Board – Technical Support Office Building, Commonwealth Avenue, UP Diliman Campus, Quezon City, Philippines 1121
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.