

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

Date of Publication
~~GLADYS GRACE B. RIVERA~~
12 SEP 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:

12-Sep-24

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	ATTORNEY V	GPPB-TSOB-ATY5-18-2018	25	107208	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080 (BAR)	N/A	Secretariat Division
2	PROCUREMENT MANAGEMENT OFFICER V	GPPB-TSOB-PROCMO5-7-2013	22	74836	Bachelor's degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Secretariat Division
3	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-15-2013	16	41616	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Secretariat Division
4	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-7-2018	16	41616	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Secretariat Division
5	ATTORNEY V	GPPB-TSOB-ATY5-11-2013	25	107208	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080 (BAR)	N/A	Legal and Research Division-A
6	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-17-2013	16	41616	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Legal and Research Division-A
7	ATTORNEY V	GPPB-TSOB-ATY5-17-2018	25	107208	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080 (BAR)	N/A	Legal and Research Division-B
8	ATTORNEY IV	GPPB-TSOB-ATY4-9-2013	23	83659	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (BAR)	N/A	Legal and Research Division-B
9	PROCUREMENT MANAGEMENT OFFICER V	GPPB-TSOB-PROCMO5-10-2013	22	74836	Bachelor's degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Legal and Research Division-B
10	ATTORNEY III	GPPB-TSOB-ATY3-16-2018	21	67005	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (BAR)	N/A	Legal and Research Division-B
11	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-12-2018	19	53873	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Legal and Research Division-B
12	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-8-2018	16	41616	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Legal and Research Division-B
13	PROCUREMENT MANAGEMENT OFFICER VI	GPPB-TSOB-PROCMO6-9-2013	24	94132	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) / Second Level Eligibility	N/A	Performance Monitoring Division-A
14	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-7-2018	19	53873	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Performance Monitoring Division-A
15	PROCUREMENT MANAGEMENT OFFICER VI	GPPB-TSOB-PROCMO6-8-2013	24	94132	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) / Second Level Eligibility	N/A	Performance Monitoring Division-B
16	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-5-2013	19	53873	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Performance Monitoring Division-B
17	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-4-2018	19	53873	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Performance Monitoring Division-B
18	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-5-2018	19	53873	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Performance Monitoring Division-B
19	PROCUREMENT MANAGEMENT OFFICER VI	GPPB-TSOB-PROCMO6-5-2013	24	94132	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) / Second Level Eligibility	N/A	Information Management Division
20	ADMINISTRATIVE OFFICER II	GPPB-TSOB-ADOF2-4-2021	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	N/A	Administrative Division
21	CHIEF ADMINISTRATIVE OFFICER	GPPB-TSOB-CADOF-11-2018	24	94132	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) / Second Level Eligibility	N/A	Finance Division
22	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-12-2013	16	41616	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Capacity Development Division-A

23	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-8-2018	19	53873	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Capacity Development Division-B
24	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-9-2018	19	53873	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Capacity Development Division-B
25	PROCUREMENT MANAGEMENT OFFICER II	GPPB-TSOB-PROCMO2-4-2018	13	32870	Bachelor's degree relevant to the job	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 position. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit through the link provided below not later than September 23, 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

ATTY. ROWENA CANDICE M. RUIZ, LLM, CESO I

Executive Director

Government Procurement Policy Board – Technical Support Office Building, Commonwealth Avenue, UP Diliman Campus, Quezon City, Philippines 1121

<http://bit.ly/4d2YjdR>

ONLY APPLICANTS WHO HAVE SUBMITTED THE COMPLETE REQUIREMENTS AND MET THE MINIMUM QUALIFICATION STANDARDS WILL BE CONSIDERED. APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS and THOSE SENT THROUGH EMAIL SHALL NOT BE ENTERTAINED. Should you have further questions or clarifications, you may send an email to careers@gppb.gov.ph.