

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

Date of *GRACEY RIVERA*

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:

19 SEP 2024
CSC - FO Office of the President

JULIE D. ABRIGO
HRMO

Date: September 19, 2024

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	SUPERVISING ADMINISTRATIVE OFFICER	GPPB-TSOB-SADOF-8-2013	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	Administrative Division
2	PLANNING OFFICER II	GPPB-TSOB-PL02-22-2018	15	38413	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	Office of the Executive Director
3	PROCUREMENT MANAGEMENT OFFICER II	GPPB-TSOB-PROCMO2-5-2018	13	32870	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	N/A	Capacity Development Division-A
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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 submit through the link provided below not later than September 30, 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/4d2YtdR>

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.