

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

Date of Publication

MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

1-0 JUL 2025

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

ATTY. MARIA DIONESIA A. RIVERA-GUILLERMO
Officer-in-Charge

Date: July 10, 2025

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-ATY5-11-2013	25	111,727.00	Bachelor of Laws	Forty (40) hours supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	RA 1080 (BAR)	N/A	Legal and Research Division A
2	ATTORNEY III	GPPB-TSOB-ATY3-9-2018	21	70,013.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (BAR)	N/A	Legal and Research Division A
3	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PRÓCMO4-9-2013	19	56,390.00	Bachelor's degree relevant to the job	Eight (8) hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Legal and Research Division A
4	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-10-2013	19	56,390.00	Bachelor's degree relevant to the job	Eight (8) hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Legal and Research Division A
5	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-16-2013	16	43,560.00	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
6	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-17-2013	16	43,560.00	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	111,727.00	Bachelor of Laws	Forty (40) hours supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	RA 1080 (BAR)	N/A	Legal and Research Division B
8	ATTORNEY IV	GPPB-TSOB-ATY4-9-2013	23	87,315.00	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	ATTORNEY III	GPPB-TSOB-ATY3-13-2018	21	70,013.00	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
10	ATTORNEY III	GPPB-TSOB-ATY3-14-2018	21	70,013.00	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	ATTORNEY III	GPPB-TSOB-ATY3-15-2018	21	70,013.00	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
12	ATTORNEY III	GPPB-TSOB-ATY3-16-2018	21	70,013.00	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
13	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-8-2013	19	56,390.00	Bachelor's degree relevant to the job	Eight (8) hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Legal and Research Division B
14	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-8-2018	16	43,560.00	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

15	ATTORNEY V	GPPB-TSOB-ATY5-18-2018	25	111,727.00	Bachelor of Laws	Forty (40) hours supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	RA 1080 (BAR)	N/A	Secretariat Division
16	PROCUREMENT MANAGEMENT OFFICER V (Anticipated Vacancy)	GPPB-TSOB-PROCMO5-7-2013	22	78,162.00	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
17	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-15-2013	16	43,560.00	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
18	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-6-2018	16	43,560.00	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
19	PROCUREMENT MANAGEMENT OFFICER II	GPPB-TSOB-PROCMO2-5-2018	13	34,421.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility	N/A	Capacity Development Division-A
20	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-8-2018	19	56,390.00	Bachelor's degree relevant to the job	Eight (8) hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Capacity Development Division-B
21	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-9-2018	19	56,390.00	Bachelor's degree relevant to the job	Eight (8) hours relevant training	Two (2) years relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Capacity Development Division-B
22	PROCUREMENT MANAGEMENT OFFICER II	GPPB-TSOB-PROCMO2-4-2018	13	34,421.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility	N/A	Capacity Development Division-B
23	PROCUREMENT MANAGEMENT OFFICER VI	GPPB-TSOB-PROCMO6-9-2013	24	98,185.00	Master's Degree or Certificate in Leadership and Management from CSC	Forty (40) hours supervisory/management learning and development intervention	Four (4) years of relevant experience involving management & supervision	Career Service (Professional) / Second Level Eligibility	N/A	Performance Monitoring Division A
24	PROCUREMENT MANAGEMENT OFFICER VI	GPPB-TSOB-PROCMO6-8-2013	24	98,185.00	Master's Degree or Certificate in Leadership and Management from CSC	Forty (40) hours supervisory/management learning and development intervention	Four (4) years of relevant experience involving management & supervision	Career Service (Professional) / Second Level Eligibility	N/A	Performance Monitoring Division B
25	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-3-2018	16	43,560.00	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	Performance Monitoring Division B
26	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-13-2013	16	43,560.00	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	Performance Monitoring Division B
27	CHIEF ADMINISTRATIVE OFFICER	GPPB-TSOB-CADOF-11-2018	24	98,185.00	Master's Degree or Certificate in Leadership and Management from CSC	Forty (40) hours supervisory/management learning and development intervention	Four (4) years of relevant experience involving management & supervision	Career Service (Professional) / Second Level Eligibility	N/A	Finance Division
28	ADMINISTRATIVE OFFICER V	GPPB-TSOB-ADOF5-1-2021	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Administrative Division
29	ADMINISTRATIVE OFFICER V	GPPB-TSOB-ADOF5-10-2018	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Administrative Division
30	ADMINISTRATIVE OFFICER IV	GPPB-TSOB-ADOF4-2-2021	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Administrative Division
31	ADMINISTRATIVE OFFICER II	GPPB-TSOB-ADOF2-4-2021	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility/Career Service (Professional)	N/A	Administrative Division
32	ADMINISTRATIVE ASSISTANT II	GPPB-TSOB-ADAS2-3-2013	8	21,448.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative Division

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33	INTERNAL AUDITOR III	GPPB-TSOB-IAUD3-21-2018	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Office of the Director General
34	INTERNAL AUDITOR II	GPPB-TSOB-IAUD2-20-2018	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Office of the Director General
35	PLANNING OFFICER II	GPPB-TSOB-PL02-22-2018	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Office of the Director General

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 positions.

Interested and qualified applicants should signify their interest in writing and submit their application together with the following documents to the GPPB-TSO Recruitment portal at <https://tinyurl.com/GPPBTSO-2025-Recruitment> not later than July 25, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (CS Form No. 212) which can be downloaded at www.csc.gov.ph;
2. Performance rating for the last two (2) rating periods (if applicable);
3. Photocopy of Certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Photocopy of Certificate of Employment or Service Record;
6. Photocopy of Certificate of trainings attended.

QUALIFIED APPLICANTS shall address their application letters to:

ATTY. MARIA DIONESIA A. RIVERA-GUILLERMO
 Officer-in-Charge
 GPPB-TSO Building, University of the Philippines Compound, Commonwealth Avenue,
 Quezon City
careers@gppb.gov.ph

ONLY THOSE WHO HAVE SUBMITTED/UPLOADED COMPLETE APPLICATION DOCUMENTS THROUGH THE GPPB-TSO RECRUITMENT PORTAL AND WITHIN THE DEADLINE SHALL BE CONSIDERED.