



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD  
 TECHNICAL SUPPORT OFFICE**

## NOTICE OF VACANCY

Position:	<b>ADMINISTRATIVE OFFICER III</b>		
Salary Grade:	<b>14</b>		
Place of Assignment:	<b>ADMINISTRATIVE DIVISION</b>		
Employment Status:	<input checked="" type="checkbox"/>	<b>Permanent</b>	<input type="checkbox"/> <b>Contractual/ Casual</b>
	<input type="checkbox"/>	<b>Coterminous</b>	<input type="checkbox"/> <b>Contract of Service</b>

### CSC Qualification Standard

- Education : **Bachelor’s Degree relevant to the job**  
 Training : **Four (4) hours of relevant training**  
 Experience : **One (1) year of relevant experience**  
 Eligibility : **CS Professional/ 2nd Level Eligibility**

### Job Summary:

1. Perform functions in the proper acquisition and distribution of supplies, property and equipment to ensure responsible, cost-effective and sustainable use of resources in the GPPB-TSO.
2. Monitor the procurement and contracting requirements of the Office by coordinating with other Divisions to ensure their compliance to procurement policies and standards.
3. Implement effective internal control (utilization and maintenance) with regards to handling supplies and properties.
4. Consolidate Project Procurement Management Plan (PPMP) for all divisions of common use items into an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE).
5. Prepare Agency Procurement Request (APR) for all items to be procured from the Procurement Service.
6. Serve as property and equipment custodian for work plans, blueprints, and manuals of machines/equipment of the Office.
7. Issue clearance for property accountability of all officials and employees.
8. Ensure proper disposal of waste materials and unserviceable equipment as may be recommended by the Disposal Committee and approved by the Executive Director.
9. Perform other duties required and assigned by the Executive Director and/or Deputy Executive Director.

### Requirements:

1. Fully Accomplished Personal Data Sheer (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) and Work Experience Sheet (WES)
2. Performance Rating for the last two (2) rating periods (if applicable)
3. Proof of Eligibility
4. Transcript of Records and Diploma
5. Copy of Certificate of Employment/ Service Record
6. Certificate of Trainings Attended

### Data Privacy Policy

It is the policy of the GPPB-TSO to respect and uphold the data privacy rights of its data subjects and to ensure that all personal information collected is processed in accordance with the general principles of transparency, legitimate purpose, and proportionality. All personal information collected by the GPPB-TSO will be kept safe and secure in compliance with Republic Act No. 10173, also known as the Data Privacy Act of 2012, and its Implementing Rules and Regulations."

### Equal Employment Opportunity Principle

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.

