



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

NOTICE OF VACANCY

Position:	CHIEF ADMINISTRATIVE OFFICER			
Salary Grade:	24			
Place of Assignment:	ADMINISTRATIVE DIVISION			
Employment Status:	<input checked="" type="checkbox"/>	Permanent	<input type="checkbox"/>	Contractual/ Casual
	<input type="checkbox"/>	Coterminous	<input type="checkbox"/>	Contract of Service

CSC Qualification Standard

- Education : **Master’s Degree or Certificate in Leadership and Management from the CSC**
- Training : **Forty (40) hours of supervisory/ management learning and development intervention**
- Experience : **Four (4) years of supervisory/ management experience**
- Eligibility : **CS Professional/ 2nd Level Eligibility**

Job Summary:

1. Provides overall direction and supervises the operations of the division.
2. Initiates the formulation of policies and procedures pertaining to HR management and development plan and ensure efficient delivery of support services.
3. Plans and organize the work of the division, including the improvement of work methods and procedures to ensure accomplishment of the division's work targets.
4. Monitors the division's activities based on set targets.
5. Review the work outputs of subordinates as to consistency with policies, completeness, accuracy, and relevance.
6. Perform other duties and functions as may be assigned.

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

<p>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."</p>	<p>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.</p>
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