



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

NOTICE OF VACANCY

Position:	PROCUREMENT MANAGEMENT OFFICER III		
Salary Grade:	SALARY GRADE 16		
Place of Assignment:	Policy, Research, Advisory and Development – Ad Hoc Unit		
Number of Vacancies	1		
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 : 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. Provides research and drafting support for procurement policy development.
2. Prepares and documents policy briefers, templates, and Collaborative Technical and Legal Reviews (CTLR) outputs.
3. Consolidates stakeholder feedback and ensures completeness of staff work.
4. Tracks and monitors policy submissions and deliverables.
5. Assists in coordination across units for policy integration.

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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