

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

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Human Resource Specialist

Electronic copy to be submitted to the CSC FO must
be in MS Excel format
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To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the GOVERNMENT PROCUREMENT POLICY BOARD

ATTY. MA. JOZENNE CEANE *[Signature]*
Deputy Director General

Date: 16 January 2026

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/ Area of Specialization/ Residency Requirement (if applicable)		
1	INTERNAL AUDITOR II	GPPB-TSOB/AUD2-20-2018	15	40,208	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/Second Level of Eligibility	N/A	OFFICE OF THE EXECUTIVE DIRECTOR	
2	SUPERVISING ADMINISTRATIVE OFFICER	GPPB-TSOB-SADCF 8-2013	22	78,162	Bachelor's degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional)/Second Level of Eligibility	N/A	ADMINISTRATIVE DIVISION	
3	ADMINISTRATIVE OFFICER III	GPPB-TSOB-ADDF3-12-2018	14	37,024	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/Second Level of Eligibility	N/A	ADMINISTRATIVE DIVISION	
4	ADMINISTRATIVE OFFICER II	GPPB-TSOB-ADDF2-3-2021	11	30,024	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level of Eligibility	N/A	ADMINISTRATIVE DIVISION	
5	PROCUREMENT MANAGEMENT OFFICER V	GPPB-TSOB-PROC/MO-9-2013	22	78,162	Bachelor's degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional)/Second Level of Eligibility	N/A	LEGAL AND RESEARCH DIVISION-A	
6	ATTORNEY III	GPPB-TSOB-ATT3-11-2018	21	70,013	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	
7	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROC/MO-10-2013	19	56,390	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/Second Level of Eligibility	N/A	LEGAL AND RESEARCH DIVISION-A	
8	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROC/MO-16-2013	16	43,560	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/Second Level of Eligibility	N/A	LEGAL AND RESEARCH DIVISION-A	

9	ATTORNEY V	GPPB-TSOB-ATTV5-17-2018	25	111,727	Bachelor of Laws	Forty (40) hours supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	RA 1090 (BAR)	N/A	LEGAL AND RESEARCH DIVISION-B
10	ATTORNEY III	GPPB-TSOB-ATTV3-13-2018	21	70,013	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1090 (BAR)	N/A	LEGAL AND RESEARCH DIVISION-B

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than January 30, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Performance rating for the last two (1) rating periods (if applicable);
3. Proof of Eligibility;
4. Photocopy of Transcript of Records and Diploma;
5. Photocopy of Certificate of Employment or Service Record; and
6. Photocopy of Certificate of relevant trainings attended

This GPPB-TSO highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities; irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to apply by submitting their applications through the official GPPB-TSO Recruitment Portal at <https://tinyurl.com/GPPBTSO-2025-Recruitment>

ATTY. SOFIA C. YANTO-ABAD

Officer-in-Charge

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(02) 5322-6222 local 2001, careers@gppb.gov.ph

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