

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

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 CLAIRE *Carandang* **Secretary** of the President

Deputy Director General

Date: 16 January 2026

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

GLADYS GRACE B. RIVERA  
Human Resource Specialist

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	ATTORNEY III	GPPB-TSOB-ATTV3-14-2018	21	70,013	Bachelor of Laws	4 hours of relevant training	One (1) year of relevant experience	RA 1080 (BAR)	N/A	LEGAL AND RESEARCH DIVISION-B	
2	PROCUREMENT MANAGEMENT OFFICER IV	GPPB-TSOB-PROCMO4-9-2013	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-B	
3	ATTORNEY V	GPPB-TSOB-ATTV5-18-2018	25	111,727	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	
4	PROCUREMENT MANAGEMENT OFFICER V	GPPB-TSOB-PROCMO5-7-2013	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	SECRETARIAT DIVISION	
5	PROCUREMENT MANAGEMENT OFFICER II	GPPB-TSOB-PROCMO2-12-2013	13	34,421	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/Second Level of Eligibility)	N/A	SECRETARIAT DIVISION	
6	PROCUREMENT MANAGEMENT OFFICER VI	GPPB-TSOB-PROCMO6-9-2013	24	98,185	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 and supervision	Career Service (Professional/Second Level of Eligibility)	N/A	PERFORMANCE MONITORING DIVISION-A	
7	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-4-2018	16	43,560	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) year of relevant experience	Career Service (Professional/Second Level of Eligibility)	N/A	PERFORMANCE MONITORING DIVISION-A	

8	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-3-2018	16	43,560	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) year of relevant experience	Career Service (Professional/Second Level of Eligibility)	N/A	PERFORMANCE MONITORING DIVISION-B
9	PROCUREMENT MANAGEMENT OFFICER III	GPPB-TSOB-PROCMO3-13-2013	16	43,560	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) year of relevant experience	Career Service (Professional/Second Level of Eligibility)	N/A	PERFORMANCE MONITORING DIVISION-B
10	PROCUREMENT MANAGEMENT OFFICER V	GPPB-TSOB-PROCMO5-5-2013	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	CAPACITY DEVELOPMENT DIVISION-A

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://tinivurl.com/GPPBTSO-2025-Recruitment>

ATTY. SOFIA C. YANTO-ABAD

Officer-in-Charge

GPPB-TSO Building, University of the Philippines  
Compound, Commonwealth Avenue

(02) 5322-6222 local 2001, [careers@gppb.gov.ph](mailto: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