

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

APR 22 2026

GADDY GRACE B. RIVERA
Human Resources Specialist

Electronic copy to be submitted to the CSC FO
must be in MS Excel format
Date of Publication

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:

Ma. Jozzenn
ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARRANDANG
Deputy Director General
Date: 22 April 2026

No.	Position Title (Parent/child 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	Administrative Officer II	GPPB-TSOB-ADOF2-4-2021	SG 11	P31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional/Second Level of Eligibility)	N/A	Administrative Division	
2	Accountant IV	GPPB-TSOB-A4-10-2018	SG 22	P81,796.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Finance Division	
3	Procurement Management Officer V	GPPB-TSOB-PROC-MO5-3-2013	SG 22	P81,796.00	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 B	
4	Procurement Management Officer III	GPPB-TSOB-PROC-MO3-5-2018	SG 16	P45,694.00	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	Capacity Development Division B	
5	Attorney III	GPPB-TSOB-ATTY3-11-2018	SG 21	P73,303.00	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	
6	Attorney III	GPPB-TSOB-ATTY3-9-2018	SG 21	P73,303.00	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-MO4-7-2013	SG 19	P59,153.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) year of relevant experience	Career Service (Professional/Second Level of Eligibility)	N/A	Secretariat Division	

8	Procurement Management Officer II	GPPB-TSOB- PROC/MO2-3- 2018	SG 13	P36,125.00	Bachelor's degree relevant to the job	None Required	None Required	One (1) year of relevant experience	Career Service (Professional)/Second Level of Eligibility	N/A	Performance Monitoring Division A
9	Attorney III	GPPB-TSOB- ATY3-8-2018	SG 21	P73,303.00	Bachelor of Laws	Four (4) hours of relevant training			RA 1090 (BAR)	N/A	Secretariat Division

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 May 13, 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 or 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

GPPB-TSO Building, University of the Philippines
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ONLY THOSE WHO HAVE SUBMITTED/ UPLOADED COMPLETE APPLICATION DOCUMENTS THROUGH THE GPPB-TSO RECRUITMENT PORTAL WITHIN THE DEADLINE SHALL BE CONSIDERED