NOTICE OF VACANCY

Position:	**ADMINISTRATIVE OFFICER II**			
Salary Grade	**11**			
Place of Assignment	**Administrative Division**			
Employment Status:	☒	**Permanent**	☐	**Contractual/ Casual**
	☐	**Coterminous**	☐	**Contract of Service**
Plantilla Item No.:	**GPPB-TSOB-ADOF2-4-2021**			
Number of Vacancy:	**1**			
Deadline of Submission:	**31 July 2026**			

CSC Qualification Standard

Education : **Bachelor's Degree relevant to the job.**

Training : **None Required**

Experience : **None Required**

Eligibility : **Civil Service Professional / 2nd Level Eligibility**

Job Summary:

1. Post/advertise bidding documents, RFQ, notice of awards and notice of proceed.
2. Maintain and updated supllliers/contractors database.
3. Manage all procurement records including incoming and outgoing documents.
4. Organize and make all neccessary arrangment for BAC meeting and conferences.
5. Perform othe duties required and 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

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."	**Equal Employment Opportunity Principle** GPPB-TSO is an equal opportunity employer that is commited to diversify 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.

How to Apply:

Step	How to Apply
1	The Government Procurement Policy Board – Technical Support Office (GPPB – TSO) adheres to the policy against discrimination based on gender identity, sexual orientation, disabilities, religion, civil status, age, religion, political affiliation, and/or indigenous group membership in the delivery of its recruitment, selection, and placement services. Qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), civil status, age, religion, and political affiliation are encouraged to apply online and submit application with complete documents in a PDF format on or before the end of the publication period through the GPPB – TSO Recruitment Portal at: https://tinyurl.com/GPPBTSO-2025-Recruitment. Due to the volume of applications received, only complete applications submitted through the above Portal will be processed. Walk-in applicants will be assisted in uploading their applications on the GPPB – TSO Recruitment Portal. **Requirements:** • Application Letter indicating the desired position – plantilla item no. – salary grade – division addressed to: ATTY. ROWENA CANDICE M. RUIZ, LLM, CESO I *Director General* Government Procurement Policy Board – Technical Support Office Government Procurement Policy Board – Technical Support Office Building, Commonwealth Avenue, UP Diliman Campus, Quezon City, Philippines 1121 • [UPDATED] Personal Data Sheet (PDS) • [UPDATED] Work Experience Sheet (WES) • Authenticated CSC Eligibility/BAR or Board Rating/License • Transcript of Records (TOR) and Diploma • Photocopy of CERTIFICATION issued by Commission on Higher

	Education that a one-year post-graduate course acquired from a foreign or local institution is equivalent to a master's degree or a degree obtained from foreign schools is equivalent to a bachelor's or master's degree, if applicable • Service Records/Certificate of Employment • Performance Rating in the last two (2) rating period (if applicable) Applications with incomplete documents and received after the closing date shall not be entertained. Applications will be considered valid for a period of one (1) year. Only applicants that are shortlisted will be contacted. All information submitted by applicants shall be subject to verification and/or background check.
2	Upon submission of the requirements listed above, applicants shall be evaluated based on the minimum qualification standards of the position. Shortlisted applicants shall be invited to take the Pre-screening examinations via email and/or text message. Applicants will be notified accordingly regarding the results.
3	The applicants who successfully pass the series of evaluation will be invited for an online interview with the Human Resource Merit Promotion and Selection Board (HRMPSB) following the CSC and GPPB-TSO guidelines. The HRMPSB will deliberate the top 5 or less most qualified applicants and will be endorsed to the Appointing Authority.
4	Applicants who are approved for hiring in the GPPB-TSO vacant position will be informed through email, text message, and/or phone call by the HRMO. Applicants who are not considered for the position will be notified accordingly through email.

For Inquiries:

Email us at: careers@gppb.gov.ph
Or call us at: (02) 5322-6222 loc 2001

Thank you!

HR Unit
Administrative Division
Government Procurement Policy Board-Technical Support Office (GPPB-TSO)