CS Form No. 9
Revised 2025

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

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:

ANGELITA P. CORNEJO
Deputy Director General
Date: October 21, 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	Administrative Officer IV (Anticipated Vacancy)	GPPB-TSOB-ADOF4-5-2013	15	P42,178.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Administrative 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 October 31, 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 2026); digitally signed or electronically signed;
2. Performance rating in the last rating period, (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/GPPBTSORecruitmentPortal2026

ATTY. ROWENA CANDICE M. RUIZ, LL.M., CESO I
Director General
GPPB-TSO Building, University of the Philippines Compound, Commonwealth Avenue
(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

NOTICE OF VACANCY

Publication
(Anticipated Vacancy)

The Government Procurement Policy Board - Technical Support Office (GPPB-TSO) hereby announces the call for submission of application documents to the vacant position below under the Administrative Division (AD).

Position:	**ADMINISTRATIVE OFFICER IV**			
Salary Grade:	**15**			
Monthly Salary:	**₱ 42,178.00**			
Place of Assignment:	**ADMINISTRATIVE DIVISION**			
Employment Status:	☒	**Permanent**	☐	**Contractual/ Casual**
	☐	**Coterminous**	☐	**Contract of Service**
Plantilla Item No. :	**GPPB-TSOB-ADOF4-5-2013**			
Number of Vacancy:	**1**			
Deadline of Submission:	**31 OCTOBER 2026**			

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	:	**Career Service Professional /Second Level Eligibility**

Job Summary:

1. Prepare communications, reports, and memoranda and submit the same for signature and/or approval of the Division Chief.
2. Prepare and formulate policies and submit the same for signature and/or approval of the Division Chief.
3. Provide administrative support to the Administrative Division and other employees.
4. Prepares, disburses and releases approved checks based on prescribed procedures to fulfil payment obligations.
5. Prepare Checks and Advice of Checks issued and cancelled (ACIC).
6. Prepare the Advice to Debit Account (ADA), in view of the implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) to creditors.
7. Ensure the liquidation of cash advances within the reglementary period.
8. Prepare Daily Report of Cash Balances and Cash Programming for all funds.
9. Update and keep track of the Document Management System (DMS) for all incoming documents.

10. Maintain an effective management of electronic files for easy access and fast retrieval.

11. Assist in the establishment and maintenance of an efficient Records Management Systems in the GPPB-TSO for all incoming communications/documents.

12. Perform other duties required and assigned by the Director General and/or Deputy Director General.

Data Privacy Policy	**Equal Employment Opportunity Principle**
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.	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.

How to Apply:

Step	**How to Apply**
1	The GPPB – TSO adheres to the policy against discrimination based on gender identity, sexual orientation, disabilities, religion, civil status, age, 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, gender identity, and gender expression (SOGIE), 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 31 OCTOBER 2026** through the GPPB – TSO Recruitment Portal at: https://tinyurl.com/GPPBTSORecruitmentPortal2026 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. Please refer and accomplish **Annex A – Checklist of Requirements** for the list of application documents. Upload said Checklist together with your application documents to the above portal. Applications with incomplete documents and received after the closing date shall not be entertained. Only applicants that are shortlisted will be contacted. All information submitted by applicants shall be subject to verification and/or

Step	How to Apply
	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 of 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) in accordance with applicable CSC and GPPB-TSO guidelines. The HRMPSB will deliberate the top 5 or fewer 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 Human Resource Unit. Applicants who are not considered for the position will be notified accordingly through email

Schedule of Proceedings:

Activity	Schedule
Deadline for Submission of Applications	31 October 2026
Initial Evaluation of Documents	03 - 13 November 2026
HRMPSB Interview	Qualified applicants shall be notified through electronic mail of the exact schedule

Important Reminders:

The selection process shall be conducted in accordance with the provisions of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). Applicants are advised that documents submitted for a particular criterion shall be evaluated strictly for such criterion, and substitution of documents after the prescribed deadline shall not be allowed.

For Inquiries:

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

Thank you!

Administrative Division - Human Resource Unit

ANNEX A

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes ( ) No ( )
Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements		**Status of Submission (to be filled-out by the applicant, check if submitted)**	**Verification (To be filled-out by the HR Unit/HRMPSB Secretariat)**	
			Status of Submission (check if complied)	**Remarks**
1.	Application Letter addressed to: **ATTY. ROWENA CANDICE M. RUIZ** 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 Note: Please indicate the Position Title, Item Number and Division.			
2	Duly accomplished Personal Data Sheet (PDS), CS Form No. 212, Revised 2026			
3	Duly accomplished Work Experience Sheet			
4	Photocopy of Certificate of Eligibility, if applicable			
5	Photocopy of valid and updated PRC license/ID, if applicable			
6	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
7	Photocopy of Certificate/s of Training, if applicable			

Basic Documentary Requirements		Status of Submission (to be filled-out by the applicant, check if submitted)	Verification (To be filled-out by the HR Unit/HRMPSB Secretariat)	
			Status of Submission (check if complied)	Remarks
8	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
	Photocopy of latest appointment, if applicable			
9	a. Photocopy of the Performance Ratings in the last rating period/ performance assessment, if applicable; or b. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating above is not relevant to the position to be filled, applicable for applicants presently from the private sector			
10	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex A)			
11	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments and Application of Education e.g. Photocopy of CERTIFICATION issued by Commission on Higher Education that a one-year diploma 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			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY
I hereby certify that all information above is true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT
I hereby grant the Government Procurement Policy Board-Technical Support Office the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Office and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

_____
Name and Signature of Applicant

Attested by:

_____
Human Resource Management Officer