NOTICE OF VACANCY

Position:	**ADMINISTRATIVE SUPPORT STAFF**			
Salary Grade:	**SG 11** + *20% Basic Premium*			
Place of Assignment:	**Administrative Division**			
Employment Status:	☐	**Permanent**	☐	**Contractual/ Casual**
	☐	**Coterminous**	☒	**Contract of Service**
Plantilla Item No. :	**N/A**			
Number of Vacancy:	**1**			
Deadline of Submission:	**25 October 2026**			

CSC Qualification Standard

Education	:	**Bachelor's Degree**
Training	:	**At least four (4) hours of relevant training**
Experience	:	**At least one (1) year of relevant experience**
Eligibility	:	**None Required** *(Preferably: 2nd Level Eligibility/ CS Professional)*

Job Summary:

1. Provide clerical and administrative assistance in the Cashier Unit of the Administrative Division.
2. Validate, update, and maintain all cash-related documents to ensure compliance with COA recommendations.
3. Route documents related to disbursement to all concerned divisions.
4. Assist the Cashier Unit in safekeeping all documents, both electronic and physical copies, for submission to COA.
5. Coordinate with Landbank and other external agencies for the settlement of payment transactions of the GPPB-TSO. and
6. Perform any other related duties and responsibilities as may be assigned to him/her by the Division Chief, Deputy Director General and Director General.

Requirements:

1. Fully Accomplished Personal Data Sheer (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025 or 2026) and Work Experience Sheet (WES)
2. Performance Rating for the last rating period (if applicable)
3. Proof of Eligibility
4. Photocopy of Transcript of Records and Diploma
5. Photocopy 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 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 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 25 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. Application Letter indicating the desired position addressed to: **ATTY. ROWENA CANDICE M. RUIZ, LL.M., 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 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 interview.
4	Applicants who are approved for hiring in the GPPB-TSO COS 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 | 2003

Thank you!

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