NOTICE OF VACANCY

Position:	**ELECTRICAL ENGINEER (FACILITIES MAINTENANCE OFFICER)**			
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:	**31 October 2026**			

CSC Qualification Standard

Education	:	**Bachelor of Science in Electrical Engineering; holder of a valid Registered Electrical Engineer license.**
Training	:	**At least Eight (8) hours of relevant training**
Experience	:	**At least two (2) years of relevant experience in electrical engineering, building operations and maintenance, facility management, electrical equipment maintenance, or related technical functions. Experience in inspecting, troubleshooting, and monitoring electrical installations and building equipment, with maintenance coordination and contractor management preferred.**
Eligibility	:	**RA 1080 – Registered Electrical Engineer**

Job Summary:

1. Monitor and inspect electrical installations, building equipment, and utilities.
2. Troubleshoot electrical faults and recommend appropriate corrective actions.
3. Prepare and update preventive and corrective maintenance schedules.
4. Coordinate maintenance and repair activities with qualified personnel and service providers.
5. Monitor contractors' performance and compliance with approved technical requirements.
6. Monitor standby power systems, emergency lighting, and electricity consumption.
7. Prepare maintenance scopes, equipment requirements, quantity take-offs, and budgetary estimates.
8. Review electrical plans, equipment manuals, service records, and as-built drawings for maintenance purposes.
9. Inspect facility works affecting electrical installations and report deficiencies or deviations.
10. Monitor compliance with approved work permits, electrical isolation procedures, and safety requirements.
11. Maintain equipment inventories, inspection checklists, maintenance logs, work orders, and technical records.
12. Prepare technical inspection, incident, energy consumption, and accomplishment reports.
13. Recommend energy-saving measures and improvements in building operations and maintenance.
14. Provide technical support during authorized inspections, testing, and emergency preparedness activities.
15. Perform other related duties within the approved Terms of Reference (TOR) and the lawful scope of practice of a Registered Electrical Engineer (REE).

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	**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 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 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. 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)