NOTICE OF VACANCY

Notice of Extension of Submission

Position:	**PROCUREMENT MANAGEMENT OFFICER VI**			
Salary Grade:	**24**			
Monthly Salary:	**P 102,603.00**			
Place of Assignment:	**CAPACITY DEVELOPMENT DIVISION-A**			
Employment Status:	☒	**Permanent**	☐	**Contractual/ Casual**
	☐	**Coterminous**	☐	**Contract of Service**
Plantilla Item No. :	**GPPB-TSOB-PROCMO6-7-2013**			
Number of Vacancy:	**1**			
Deadline of Submission:	**19 October 2026**			

CSC Qualification Standard

Education	:	**Master's Degree or Certificate in Leadership and Management from Civil Service Commission**
Training	:	**Forty (40) hours supervisory/management learning and development intervention**
Experience	:	**Four (4) years of relevant experience involving management and supervision**
Eligibility	:	**Civil Service Professional / Second Level Eligibility**

Job Summary:

1. Oversee, direct, and coordinate the operations and activities of the Capacity Development Division – A.
2. Preferably equipped with excellent technical proficiency.
3. Manage the implementation of the professionalization program for procurement officials and practitioners.
4. Review and update capacity development modules, programs, materials, and tools.
5. Review and develop training programs and interventions tailored to the needs of various procurement stakeholders.
6. Oversee the assessment and monitoring mechanisms to evaluate the performance of training partners and recognized trainers.
7. Resolve issues, challenges, and concerns of training partners, trainers and participants during training activities and prepares actionable recommendations to address them.
8. Act as facilitator and resource speaker in training programs, workshops, and capacity-building activities.
9. Review and approve reports and documentation of his/her subordinates.
10. Plan and propose training activities.
11. Perform other duties and responsibilities as instructed by the Director General and/or Deputy Director General.

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, 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 19 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 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 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.

Specific Guidelines for Previously submitted applications:

Applicants who submitted their applications during the active submission period are automatically retained in the current pool of applicants and do not need to re-submit, unless updating their documents.

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			
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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.