



Republic of the Philippines
Early Childhood Care and Development Council

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POSITION TITLE	Procurement Management Officer
STATUS	CONTRACT OF SERVICE
MONTHLY SALARY	Php 28,000.00 – 32,000.00
OFFICE ASSIGNMENT	Finance Unit
MINIMUM QUALIFICATION STANDARDS	<p>Education: Bachelor’s Degree Work Experience: At least 2 years of relevant experience preferably in government procurement processes, reporting and rules and regulations Training: 8 hours of relevant training Eligibility: Career Service Professional / Second Level Eligibility (<i>Preferred but not required</i>)</p>
JOB DESCRIPTION	<ul style="list-style-type: none"> • Perform all phases of procurement activities; • Execute day-to-day procurement functions, such as analyzing market conditions, verifying technical specifications or terms of reference, prepare and launch documents, arrange and facilitate site visits or bidder’s conferences, facilitate panel evaluation of bids, carry-out price reasonableness, etc.,; • Assists in revising/updating and finalization of the NCDC Contents technical specifications, layout/pictures, cost estimates, schedules and other documents needed; • Assists in pre-procurement conference, pre-bid conference, bid opening and evaluation; • Assists in the preparation of Bidding Documents, etc. and prepare comments/recommendations; • Provides assistance in coordinating with the LGU’s Bids and Awards Committee, Secretariat and Technical Working Group for the timely and efficient procurement of the project and provides assistance on procurement process; • Monitors the LGU Project procurement and implementation; • Coordinates and monitors the delivery of NCDC Signage, Computers and Contents to LGUs; • Prepares NCDC Contents plans and status reports; • Respond to follow-ups and queries by LGUs, bidders and suppliers; • Participates in official trips and provides needed support to on-going projects/programs when needed; • Updates job knowledge by participating in educational opportunities; • Prepares and submits reports and documents as may be required by management; • Performs other related tasks as may be assigned from time to time.

For interested applicants, you may send the following documents through email not later than **(February 14, 2025)**. Applications with incomplete requirements and submitted beyond the deadline will not be entertained.

1. Application Letter stating the desired position addressed to **Ms. Necitas D. Largo – Chief Administrative Officer;**
2. Duly Accomplished Personal Data Sheet (CSC Form No.212) with latest passport size photo and thumbmark,
3. Work Experience Sheet (CSC Form No. 212 attachment)
4. Scanned copy of Transcript of Records and Diploma
5. Scanned copy of Certificates of training/seminar attended
6. Scanned copy of Certificate of Employment from the previous employers

Note: All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.