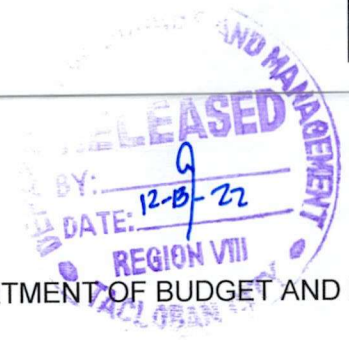


Electronic copy to be submitted to the CSC  
FO must be in MS Excel format

Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF BUDGET AND MANAGEMENT in the CSC website:

**ACKNOWLEDGEMENT RECEIPT**

Unique ID No. 12021213-004  
Date and Time of Receipt DEC 13 2022 10:25 Am  
Receiving Officer WILSON D. PONGOS  
Administrative Assistant II

[Signature]  
**EMILIO M. ALBOS III**  
**HRMO**  
Date: December 13, 2022

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 (if applicable)	
1	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-12-2021	9	P20,402	Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Finance and Administrative Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 23, 2022.

1. Application letter (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (For applicants external to DBM, PDS should be subscribed and sworn to before the Notary Public);
3. Curriculum vitae;
4. Photocopy of Transcript of Records;
5. Photocopy of certificate of diploma and/or certificate of graduation;
6. Photocopy of authenticated copy of certificate of eligibility/bar or board rating/license;
7. Photocopy of certificate of employment with actual duties and responsibilities;
8. Photocopy of certificate of trainings/seminars attended;

9. Photocopy of performance rating for the last rating period (if applicable); and

10. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**IMELDA C. LACERAS, CESO III**

Director IV

Barangay 77 Marasbaras, Tacloban City

[dbmro8@dbm.gov.ph](mailto:dbmro8@dbm.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**