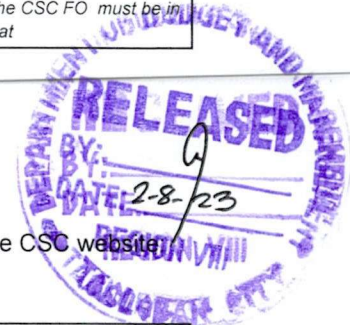


Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Request for Publication of Vacant Positions

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

  
EMILIO M. ALBOS III  
HRMO



Date: February 09, 2023

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	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-35-2016	19	51,357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional/ Second Level Eligibility)	<b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)) <b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with other Government Agencies)	Technical Division

2	Accountant III	OSEC-DBMB-A3-15-2000	19	51,357	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	<p><b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI))</p> <p><b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management)</p> <p><b>Functional</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Management of Accounts Payable, Accounts Reconciliation, Preparation and Interpretation of Financial Statements and Reports, Records Management, Continuous Regulatory Compliance)</p>	Finance and Administrative Division
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3	Administrative Officer III	OSEC-DBMB-ADOF3-6-2015	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second Level Eligibility)	<p><b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI))</p> <p><b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management)</p> <p><b>Functional</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Accounts Reconciliation, Supplier and Contract Management, Generating Reports, Correspondence, and Documentation, Records Management, Continuous Regulatory Compliance)</p>	Finance and Administrative Division
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4	Budget and Management Analyst	OSEC-DBMB-BMAN-22-2021	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/ Second Level Eligibility)	<p><b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI))</p> <p><b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management)</p> <p><b>Functional</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with other Government Agencies)</p>	Technical Division
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5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-12-2021	9	21,211	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)	<b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)) <b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional</b> (Achievement Orientation, Interpersonal Skills, Records Management, Generating Reports, Correspondence and documentation)	Finance and Administrative Division
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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 February 19, 2023.

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