

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:

Alb
EMILIO M. ALBOS III
HRMO

Date: October 05, 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	Budget and Management Specialist II	OSEC-DBMB-BMS2-30-2000	16	39,672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second Level Eligibility)	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, and Partnering with Other Government Agencies)	Technical Division

1	ADMINISTRATIVE OFFICER III (Records Officer II)	OSEC-DBMB-ADOF3-7-2015	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)	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Generating Reports, Correspondence, and Documentation, Records Management, and Continuous Regulatory Compliance)	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 October 14, 2023.

1. Signed Application Letter (indicating the position applied for, salary grade, plantilla item number, and name of the bureau/service/office where the vacancy is) address to:

IMELDA C. LACERAS, CESO III

Director IV

Barangay 77 Marasbaras, Tacloban City

2. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with recent passport-sized picture taken within three (3) months prior to submission of application and subscribed and sworn to before an authorized administering officer (refer to Guide to Filling Out the Personal Data Sheet); ✓

Any inaccurate information that affects the qualification of the applicant to the position that he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development (L&D) Interventions/Training Programs Attended, and absence of other substantial entries such as signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant with CSC Memorandum Circular No. 11, s. 2017 shall be grounds for exclusion from the recruitment process.

3. Signed Work Experience Sheet (as an attachment to CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; ✓
4. Photocopy of Diploma and Transcript of Records; ✓
5. Photocopy of certificate/s of training/seminars attended; ✓
6. Photocopy of certificate of employment with actual duties and responsibilities duly signed by the Human Resource Management Officer or authorized personnel; ✓
7. Photocopy of authenticated certificate of eligibility or board rating and/or license issued by the Civil Service Commission, Professional Regulation Commission, or the Supreme Court, as applicable; and ✓
8. Photocopy of performance rating for the last rating period (if applicable). ✓

Due to the large volume of applications we receive, only those who submitted the complete required documents and met all the required qualification standards will be contacted. ✓

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:

LORELIE R. BADAJOS

Administrative Officer II

Barangay 77 Marasbaras, Tacloban City

dbmro8@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. ✓