


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 08, 2024

| 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 OFFICER III (Supply Officer II) | 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) | 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, Supplier and Contract Management, Generating Reports, Correspondence, and Documentation, Records Management, Continuous Regulatory Compliance) | 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 February 17, 2024.

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);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture taken within three (3) months prior to submission of application and subscribed and sworn to before an authorized officer (CS Form No. 212, Revised 2017). For applicants external to DBM, PDS should be subscribed and sworn to before the Notary Public.
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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.