

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

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

Date of Publication

SEP 11 2023

Aurea Aurora M Bravo

CSC – FO Office of the President

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:

REZ C. RUZGAL
HRMO

Date: 09/11/2023

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	Chief Budget and Management Specialist	OSEC-DBMB-CBMS-49-2000	24	90078	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability) Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Assessment and Management, Policy Formulation, Formulating and Integrating Development Plan, Database Management, Technical Writing, Strategic Alignment)	Budget Technical Bureau

Interested and qualified applicants should signify their interest in writing. Applicants are advised to send their application with the following documentary requirements to the address below not later than the closing date or not later than October 13, 2023.

1. Signed APPLICATION LETTER, indicating/specifying the title of the position applied for, salary grade, plantilla item number, and the name of bureau/service/office where the vacancy is, and addressed to:

AMENAH F. PANGANDAMAN
Secretary
Department of Budget and Management
2nd Floor, Boncodin Hall
General Solano Street, San Miguel, Manila

An applicant may apply for a maximum of three (3) positions in the same posting period.

2. Duly accomplished PERSONAL DATA SHEET CS Form No. 212, Revised 2017) with recent ID 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 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);

For internal applicants, the following required documents, if the same has not been previously submitted to the Administrative Service-Human Resource Management Division, shall also be submitted together with the documents required in items 1 to 3:

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;

For internal applicants, a certificate from a previous employer/government agency is required.

7. Photocopy of AUTHENTICATED CERTIFICATE OF ELIGIBILITY OR BOARD RATING AND/OR LICENSE issued by the Civil Service Commission (CSC), the Professional Regulation Commission, or the Supreme Court, as applicable;

8. Photocopy of CERTIFICATION issued by Commission on Higher Education that a one-year diploma post-graduate course acquired from foreign or local institution is equivalent to a master's degree or a degree obtained from foreign schools is equivalent to a bachelor's or master's degree, if applicable; and

9. Photocopy of INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT or its equivalent for the last rating period (if applicable).

Applicants are also required to accomplish the DBM Online Recruitment Form at:

<https://forms.gle/GaaaAdV7tfvat9DM9>

If clicking on the link does not work, kindly copy-paste the link into the browser address bar.

Due to the large volume of applications we receive, only those who submitted the complete required documents, accomplished the DBM Online Recruitment Form, and met ALL the required qualification standards will be contacted.

Applications received beyond deadline will not be acted upon.

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

REZ C. RUZGAL

Chief Administrative Officer, Human
Resource Management Division,
Administrative Service

G/F DBM Building III, General Solano St.,
San Miguel, Manila

careers@dbm.gov.ph

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Budget and Management advocates the Equal Employment Opportunity Principle (EEOP). We highly encourage and welcome all interested and qualified individuals to apply regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.