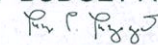


Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Request for Publication of Vacant Positions

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:

 Digitally signed by
Rez C. Ruzgal

REZ C. RUZGAL

HRMO

Date: 11/04/2022

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 Officer V	ADOF5-1- 2022	18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative Service- Human Resource Management Division
2	Administrative Officer IV	ADOF4-11- 2022	15	35097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative Service- Human Resource Management Division
3	Administrative Officer II	ADOF2-12- 2022	11	25439	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative Service- Human Resource Management Division
4	Administrative Assistant III	ADAS3-40- 2016	9	20402	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Finance Service- Accounting 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 November 19, 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 (For applicants external to DBM, PDS should be subscribed and sworn to before a Notary Public);
3. Photocopy of transcript of records;
4. Photocopy of authenticated copy of certificate of eligibility/bar or board rating/license;
5. Photocopy of certificate of employment with actual duties and responsibilities;
6. Photocopy of certificate of trainings/seminars attended; and
7. Photocopy of performance rating in the last rating period (if applicable)

Publication Request # 26

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.