

Date of Publication

JUL 10 2019

CSC – FO Office of the President

CIVIL SERVICE COMMISSION
National Capital Region

Bulletin of Vacant Positions in GOVERNMENT



July 10, 2019 : NCR: CSFO-OP: 2019-07-0108

* Please be advised that all requests for publication of vacant third level positions should be filed at the CSC-ERPO, CO (Batasan Hills, QC). The requirement to publish vacant third level position under RA No. 7041 shall be deemed complied with only if the said positions are published by the CSC-ERPO (CSC MC No. 11, s. 2007).

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

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:

LOURDES S. BAYATON-MONTE

HRMO

Date:

07/09/2019

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 IV	ADOF4-8- 2015 (Anticipated Vacancy)	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Service- Human Resource Management Division
2	Accountant II	A2-1-2014 (Anticipated Vacancy)	16	33584	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)		Finance Service- Accounting Division
3	Attorney IV	ATY4-20-2000	23	73811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)		Legal Service

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 July 25, 2019.

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. Curriculum vitae;
4. Photocopy of transcript of records;

5. Photocopy 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 two (2) rating periods (if applicable)

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

LOURDES S. BAYATON-MONTE

OIC-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.

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