

**CIVIL SERVICE COMMISSION
National Capital Region**

**Bulletin
of
Vacant Positions
in
GOVERNMENT**



Date of Publication

OCT 15 2019


CSC – FO Office of the President

October 15, 2019 : NCR: CSFD-OP: 2019-10-0192 (DBM)

* 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

To: CIVIL SERVICE COMMISSION (CSC)

NOV 14 2019
CSC - FO Office of the President

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:

[Signature]
LOURDES S. BAYATON-MONTE
HRMO
Date: 10/14/2019

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	Internal Auditor I	IAUD1-3-2016	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Internal Audit Service- Operations Audit Division
2	Internal Auditor I	IAUD1-4-2016	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Internal Audit Service- Management Audit Division
3	Accountant I	A1-1-2013	12	22938	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Finance Service- Accounting Division
4	Accountant I	A1-11-2010	12	22938	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Finance Service- Accounting Division

5	Librarian II	LIB2-16-2016	15	30531	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Librarian)		<p style="text-align: right;">Date of Publication 15 July</p> <p>Budget Information and Training Service-Information Management Division</p> <p style="text-align: right;">CSO - PO of the President</p>
6	Training Specialist I	TRNSP1-55-2016	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget Information and Training Service-Capacity Development Division
7	Computer Maintenance Technologist III	CTMT3-13-2009	17	36942	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Information and Communications Technology Systems Service
8	Computer Programmer I	COMPRO1-1-2003	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Information and Communications Technology Systems Service
9	Planning Officer II	PLO2-1-2012	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		Corporate Planning and Management Service-Monitoring Division
10	Planning Officer I	PLO1-9-2017	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Corporate Planning and Management Service-Management Division
11	Budget and Management Specialist I	BMS1-1-2010	13	25232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Systems and Productivity Improvement Bureau
12	Budget and Management Analyst	BMAN-10-2002	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Systems and Productivity Improvement Bureau
13	Budget and Management Analyst	BMAN-30-2016	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Systems and Productivity Improvement Bureau

14	Budget and Management Analyst	BMAN-7-2004	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Organization, Position Classification and Compensation Bureau
15	Budget and Management Analyst	BMAN-28-2016	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Organization, Position Classification and Compensation Bureau
16	Budget and Management Analyst	BMAN-22-2009	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget Technical Bureau
17	Budget and Management Analyst	BMAN-24-2009	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget Technical Bureau
18	Budget and Management Analyst	BMAN-6-2003	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office V
19	Administrative Assistant I (Reproduction Machine Operator III)	ADAS1-23-2017	7	15738	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		DBM Regional Office VI
20	Administrative Officer III	ADOF3-26-2016	14	27755	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office IX
21	Budget and Management Analyst	BMAN-4-2005	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office IX
22	Budget and Management Analyst	BMAN-35-2000	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office IX

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 30, 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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