

CIVIL SERVICE COMMISSION  
National Capital Region

Bulletin  
of  
Vacant Positions  
in  
GOVERNMENT



October 28, 2019 : NCR: CSFO-OP: 2019-10-0205 (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).

Date of Publication

OCT 28 2019

CSC - FO Office of the President

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Oct 28 2019

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: 10/28/2019

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 Assistant III	ADAS3-8-2015	9	17975	Completion of 2 year 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		Department Liaison Office
2	Budget and Management Specialist I	BMS1-77-2000	13	25232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-E

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 15, 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](http://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;

10/28/19

- 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](mailto:careers@dbm.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**