

CIVIL SERVICE COMMISSION  
National Capital Region

Date of Publication

OCT 30 2019

CSC--FO Office of the President

Bulletin  
of  
Vacant Positions  
in  
GOVERNMENT



October 30, 2019 : NCR: CSFO-OP: 2019-10-0209 (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

OCT 30 2019

To: CIVIL SERVICE COMMISSION (CSC)

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:

LOURDES S. BAYATON-MONTE

HRMO

Date:

10/30/2019

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 IV	IAUD4-6-2009	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Internal Audit Service- Management Audit Division
2	Supervising Budget and Management Specialist	SVBMS-101- 2000	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Organization, Position Classification and Compensation Bureau
3	Supervising Budget and Management Specialist	SVBMS-32- 2000	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office VII

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;

19/30/19

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

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