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Date of Publication

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CSC – FO Office of the President

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:

LOURDES S. BAYATON-MONTE
HRMO

Date: 03/28/2019

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	Senior Budget and Management Specialist	SRBMS-43-2016	19	45269	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Department Liaison Office
2	Chief Budget and Management Specialist	CBMS-63-2000	24	83406	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-F
3	Senior Budget and Management Specialist	SRBMS-102-2000	19	45269	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Local Government and Regional Coordination Bureau

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 April 12, 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.