

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: 09/11/2020

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 II	ADOF2-25- 2004	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Administrative Service- Human Resource Management Division
2	Administrative Officer II	ADOF2-4-2015	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Administrative Service- Procurement Management Division
3	Information Technology Officer I	ITO1-6-2020	19	46791	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Information and Communications Technology Systems Service-ICT Infrastructure Management Division
4	Information Technology Officer I	ITO1-7-2020	19	46791	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Information and Communications Technology Systems Service-ICT Infrastructure Management Division
5	Computer Programmer III	COMPRO3-1- 2020	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Information and Communications Technology Systems Service-Application Development, Maintenance and Support Division

6	Information Systems Researcher III	INFOSR3-9-2020	17	38464	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-ICT Planning Division
7	Computer Maintenance Technologist III	CTMT3-5-2020	17	38464	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-ICT Infrastructure Management Division
8	Computer Maintenance Technologist II	CTMT2-3-2020	15	32053	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-ICT Infrastructure Management Division
9	Computer Maintenance Technologist II	CTMT2-4-2020	15	32053	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-ICT Infrastructure Management Division
10	Computer Maintenance Technologist I	CTMT1-2-2020	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Information and Communications Technology Systems Service-ICT Infrastructure Management Division
11	Information Systems Researcher I	INFOSR1-8-2020	10	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Information and Communications Technology Systems Service-ICT Planning Division
12	Budget and Management Specialist I	BMS1-6-2003	13	26754	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 Specialist II	BMS2-26-2016	16	35106	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Organization, Position Classification and Compensation Bureau
14	Budget and Management Specialist I	BMS1-26-2016	13	26754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Organization, Position Classification and Compensation Bureau

15	Senior Budget and Management Specialist	SRBMS-111-2000	19	46791	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A
16	Budget and Management Specialist II	BMS2-14-2002	16	35106	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-C
17	Budget and Management Specialist II	BMS2-17-2010	16	35106	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-C
18	Budget and Management Specialist II	BMS2-94-2000	16	35106	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-C
19	Budget and Management Analyst	BMAN-2-2003	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-C
20	Budget and Management Specialist II	BMS2-22-2012	16	35106	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-F
21	Budget and Management Specialist II	BMS2-59-2016	16	35106	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-F
22	Budget and Management Analyst	BMAN-1-2019	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-F
23	Administrative Assistant III	ADAS3-31-2004	9	18784	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		Budget Technical Bureau
24	Chief Budget and Management Specialist	CBMS-4-2010	24	85074	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office I

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 September 26, 2020.

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.