

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:

LOLITA P. MATIAS
Officer-in-Charge
Human Resource Management Division

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Attorney IV	ATY4-1-2003	23	₱65,604.00	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080 (BAR)		Legal Service
2	Administrative Officer V	ADOF5-42- 2004	18	₱38,085.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A
3	Administrative Officer III	ADOF3-24- 2015	14	₱26,494.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-F

4	Budget and Management Analyst	BMAN-32-2016	11	₱20,179.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office III
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Interested and qualified applicants may submit the following documents personally or through mail or courier to the address below or e-mail at careers@dbm.gov.ph, in the case of Central Office, or to the concerned Regional Director (please refer to the Directory of DBM Regional Offices at <https://www.dbm.gov.ph/index.php/contact-us/dbm-regional-offices>), in the case of Regional Offices, on or before **10 OCTOBER 2018**

1. Application letter (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is)
2. Properly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with attached Work Experience Sheet, downloadable at www.csc.gov.ph
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 (if applicable)
8. Photocopy of certificate of training/seminars attended
9. Photocopy of performance rating in the last rating period (if applicable)

**Original documents must be on hand and ready once requested.*

Send to:

LOLITA P. MATIAS

Officer-in-Charge, Human Resource Management Division
Administrative Service
Department of Budget and Management
G/F DBM Building III, General Solano St., San Miguel, Manila

NOTE: Applicants must submit one (1) set of documents for every position being applied for. Applicants with incomplete submissions will not be processed. Further, only applicants who are shortlisted will be contacted.

For applications sent through email, the subject line of email should be read as: "Position Applied for – Item Number – Full Name of Applicant" (e.g. Budget and Management Analyst - BMAN-30-2016 – Juan D. Dela Cruz). All attachments should be in a single PDF file.

For inquiries, you may contact the Human Resource Management Division, Administrative Service at 735-4807 or 657-3300 local 3109.