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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:

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LOURDES S. BAYATON-MONTE
HRMO *B*

Date: 01/07/2019

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 Officer III	ADOF3-2- 2015	14	26494	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Service- Central Records Division
2	Administrative Officer III	ADOF3-19- 2015	14	26494	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Service- Central Records Division
3	Administrative Officer III	ADOF3-20- 2015	14	26494	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Service- Central Records Division
4	Administrative Officer II	ADOF2-6- 2015	11	20179	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Administrative Service- Human Resource Development Division
5	Administrative Officer IV	ADOF4-3- 2015	15	29010	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Service- Procurement Management Division

6	Budget and Management Analyst	BMAN-6-2009	11	20179	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A
7	Budget and Management Specialist II	BMS2-91-2000	16	31765	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-B
8	Chief Budget and Management Specialist	CBMS-62-2000	24	73299	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-E
9	Administrative Assistant III	ADAS3-27-2004	9	17473	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
10	Administrative Officer II	ADOF2-30-2016	11	20179	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Cordillera Administrative Region
11	Budget and Management Specialist I	BMS1-6-2010	13	24224	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office I
12	Budget and Management Analyst	BMAN-4-2015	11	20179	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office I
13	Budget and Management Analyst	BMAN-13-2010	11	20179	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office III

14	Budget and Management Specialist I	BMS1-6-2006	13	24224	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office V
15	Budget and Management Specialist I	BMS1-12-2010	13	24224	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office VII
16	Budget and Management Specialist II	BMS2-45-2016	16	31765	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office VIII
17	Budget and Management Specialist I	BMS1-28-2000	13	24224	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office VIII
18	Budget and Management Specialist I	BMS1-37-2000	13	24224	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office XI

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 January 22, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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.