

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Request for Publication of Vacant Positions

FEB 15 2019

CSC – FO Office of the President

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:

02/15/2019

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	Budget and Management Analyst	BMAN-71- 2000	11	20179	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Fiscal Planning and Reforms Bureau
2	Supervising Budget and Management Specialist	SVBMS-63- 2000	22	58717	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau- A
3	Senior Budget and Management Specialist	SRBMS-86- 2000	19	42099	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- B
4	Senior Budget and Management Specialist	SRBMS-189- 2000	19	42099	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- E
5	Budget and Management Analyst	BMAN-16- 2018	11	20179	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-F

6	Administrative Assistant III	ADAS3-3-2018	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 and Management Bureau-F
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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 March 1, 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;
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.