

WE ARE

HIRING

COMPUTER MAINTENANCE TECHNOLOGIST I

SALARY GRADE: 11

Qualification Standards

- Bachelor's Degree relevant to the job
- No experience required
- No relevant training required
- Career Service Professional (Second Level Eligibility)

General Functions

- Provides various ICT support services to the RO personnel
- Performs software troubleshooting tasks
- Serves as the office's ICT Focal Person

Required Competencies

- **ORGANIZATIONAL COMPETENCIES**
Analytical Thinking; Policy Interpretation; Attention to Detail; Service Delivery; Strategic Agility; and Data Management
- **TECHNICAL COMPETENCIES**
Records Management; Principles of IT; Networks, Telecommunication, Wireless and Mobility Knowledge; and Databases and Applications

Deadline for the submission of applications will be on MAY 31, 2024



J. Rosales Avenue, Butuan City



dbm_ro13@dbm.gov.ph



(085) 817-1600



BAGONG PILIPINAS



1936

WE ARE

HIRING

BUDGET AND MANAGEMENT SPECIALIST II

SALARY GRADE: 16

Qualification Standards

- Bachelor's Degree relevant to the job
- One (1) year of relevant experience
- Four (4) hours of relevant training
- Career Service Professional (Second Level Eligibility)

General Functions

- Evaluates budgetary transaction
- Reviews LGU Annual and Supplemental Budgets
- Reviews staffing modification of Local Water Districts (LWDs)
- Provides technical assistance to clientele agencies on budgetary issues

Required Competencies

- **CORE COMPETENCIES**
Integrity and Building Trust; Passion for Results and Performance Excellence; Continuous Improvement; and Leadership
- **ORGANIZATIONAL COMPETENCIES**
Communication; Flexibility and Interpersonal Skills; Organization and Project Management Skills; Risk Management; and Effective Collaboration and Relationship Management
- **TECHNICAL COMPETENCIES**
Oversight of Budget Execution; Maintaining PFM Understanding; Organizational and Procurement Planning; Risk Management; Security, and Information Assurance; Records Management; and Attention to Detail

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All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply. Interested and qualified applicants should signify their interest in writing. Applicants shall send the following documents to **dbm_ro13@dbm.gov.ph** or submit directly to DBM RO XIII FAD:

1. Signed **APPLICATION LETTER**, indicating/specifying the title of the position applied for, salary grade and plantilla item number, addressed to:

MARIA FE D. JAGNA, CESO IV
Regional Director
Department of Budget and Management RO XIII
J.P. Rosales Avenue, Butuan City

2. Duly accomplished **PERSONAL DATA SHEET** (CS Form No. 212, Revised 2017) with recent ID picture taken within three (3) months prior to submission of application and subscribed and sworn to before an authorized administering officer;

Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development (L&D) Interventions/Training Programs Attended), and absence of other substantial entries such as signature of the applicant on each page and signature of authorized person to administer the oath on page 4, which are not compliant with the said CSC Memorandum Circular shall be grounds for exclusion from the recruitment process.

3. Signed **WORK EXPERIENCE SHEET** (as an attachment to CS Form No. 212, Revised 2017);

For internal applicants, the following required documents, if the same has not been previously submitted to the Administrative Service-Human Resource Management Division, shall also be submitted together with the documents required in items 1 to 3:

4. Photocopy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**;

5. Photocopy of **CERTIFICATE/S OF TRAINING/SEMINARS** attended;

6. Photocopy of **CERTIFICATE OF EMPLOYMENT** with actual duties and responsibilities;

For internal applicants, a certificate from a previous employer/government agency is required.

7. Photocopy of **AUTHENTICATED CERTIFICATE OF ELIGIBILITY OR BOARD RATING AND/OR LICENSE** issued by the Civil Service Commission (CSC), the Professional Regulation Commission, or the Supreme Court, as applicable;

8. Photocopy of **CERTIFICATION** issued by Commission on Higher Education that a one-year diploma post-graduate course acquired from foreign or local institution is equivalent to a master's degree or a degree obtained from foreign schools is equivalent to a bachelor's or master's degree, if applicable; and

9. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT** or its equivalent for the last rating period (if applicable).

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