



# **Senior Budget and Management Specialist Budget and Management Specialist I Computer Maintenance Technologist I**

**APPLY AND JOIN OUR TEAM  
DEADLINE: September 29, 2023**

*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.*







# **SENIOR BUDGET AND MANAGEMENT SPECIALIST**

Salary Grade: 19

No. of Available Position/s: 1

## **Requirements**

Bachelor's Degree relevant to the job

Two (2) years of relevant experience

Eight (8) hours of relevant training

Career Service Professional (Second Level Eligibility)

## **Brief Description of the General Function of the Position**

Evaluates budgetary transaction

Reviews LGU Annual and Supplemental Budgets

Provides technical assistance to clientele agencies







# **SENIOR BUDGET AND MANAGEMENT SPECIALIST**

Salary Grade: 19

No. of Available Position/s: 1

## **Organizational Competencies**

Analytical Thinking; Policy Interpretation; Attention to Detail;  
Service Delivery; Strategic Agility; and Data Management

## **Functional Competencies**

Maintaining PFM Understanding; Use of IT to Manage Public  
Finances; Risk Analysis; Policy Formulation; and Partnering  
with Other Government Agencies







# **BUDGET AND MANAGEMENT SPECIALIST I**

Salary Grade: 13

No. of Available Position/s: 1

## **Requirements**

Bachelor's Degree relevant to the job

Experience: None required

Training: None required

Career Service Professional (Second Level Eligibility)

## **Brief Description of the General Function of the Position**

Evaluates budgetary transaction

Reviews LGU Annual and Supplemental Budgets

Provides technical assistance to clientele agencies







# **BUDGET AND MANAGEMENT SPECIALIST I**

Salary Grade: 13

No. of Available Position/s: 1

## **Organizational Competencies**

Analytical Thinking; Policy Interpretation; Attention to Detail;  
Service Delivery; Strategic Agility; and Data Management

## **Functional Competencies**

Maintaining PFM Understanding; Use of IT to Manage Public  
Finances; Risk Analysis; Policy Formulation; and Partnering  
with Other Government Agencies







# COMPUTER MAINTENANCE TECHNOLOGIST I

Salary Grade: 11

No. of Available Position/s: 1

## Requirements

Bachelor's Degree relevant to the job

Experience: None required

Training: None required

Career Service Professional (Second Level Eligibility)

## Brief Description of the General Function of the Position

Provides various ICT support services to the RO personnel

Performs software troubleshooting tasks

Serves as the office's ICT Focal Person







# COMPUTER MAINTENANCE TECHNOLOGIST I

Salary Grade: 11

No. of Available Position/s: 1

## Organizational Competencies

Analytical Thinking; Policy Interpretation; Attention to Detail;  
Service Delivery; Strategic Agility; and Data Management

## Functional Competencies

Records Management; Principles of IT; Networks,  
Telecommunication, Wireless and Mobility Knowledge; and  
Databases and Applications





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**

*An applicant may apply for a maximum of two (2) positions in the same posting period.*





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).

**Deadline for the submission of applications will be on September 29, 2023.**

