

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT, REGIONAL OFFICE III
Request for Publication of Vacant Positions

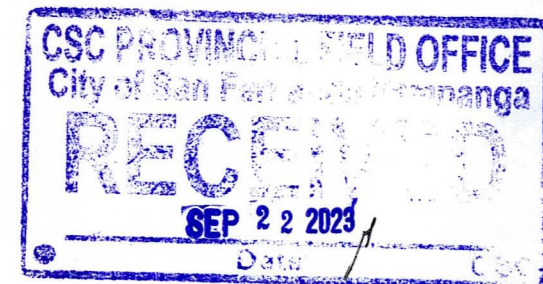
To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DEPARTMENT OF BUDGET AND MANAGEMENT, REGIONAL OFFICE III in the CSC website.

Bianca Louise M. Baltazar
BIANCA LOUISE M. BALTAZAR
Administrative Officer II (HRMO I)

Date: September 22, 2023

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 Assistant I (Reproduction Machine Operator III)	ADAS1-19-2017	7	18,620.00	Elementary School Graduate	none required	none required	None Required (MC 10, s. 2013 - Cat. III)	CORE(Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) ORGANIZATIONAL(Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) FUNCTIONAL(Achievement Orientation, Interpersonal Skills, Records Management, Generating Reports, Correspondence, and Documentation)	DBM Regional Office, City of San Fernando, Pampanga
					*****NOTHING FOLLOWS*****					



Interested and qualified applicants should signify their interest in writing. Applicants are advised to send their application with the following documentary requirements to the address below not later than the closing date or not later than **October 2, 2023**

1. Signed APPLICATION LETTER(indicating/specifying the title of the position applied for, salary grade, and plantilla item number)

ROSALIE C. ABESAMIS
Acting Director
Department of Budget and Management Regional Office III
Diosdado Macapagal Government Center, Brgy. Maimpis,
City of San Fernando, Pampanga 2000

2. Duly accomplished PERSONAL DATA SHEET (CS Form No. 212, Revises 2017) with recent passport-sized picture taken within (3) months prior to submission of application and subscribed and sworn to before an authorized administering officer (refer to Guide to Filling Out the Personal Data Sheet);

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), 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 CSC Memorandum Circular No. 11, s. 2017 shall be grounds for exclusion from the recruitment process.

3. Signed WORK EXPERIENCE SHEET (if applicable) (as an attachment to CS Form No. 212, Revised 2017);
4. Photocopy of DIPLOMA/ TRANSCRIPT OF RECORDS;
5. Photocopy of CERTIFICATE/S OF TRAINING/SEMINARS attended(if applicable);
6. Photocopy of certificate of employment with actual duties and responsibilities;
7. Photocopy of INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT or its equivalent for the last rating period (if applicable).

Due to the large volume of applications we receive, only those who submitted the complete required documents and met ALL the required qualification standards will be contacted.

Applications received beyond deadline will not be acted upon.

QUALIFIED APPLICANTS are advised to send through email their application to:

BIANCA LOUISE M. BALTAZAR

Administrative Officer II (HRMO I)

Government Center, Maimpis,

City of San Fernando, Pampanga

bbaltazar@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Budget and Management advocates the Equal Employment Opportunity Principle (EEOP). We highly encourage and welcome all interested and qualified individuals to apply regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

