

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:

GEMMA P. RIVERA
Acting Chief Administrative Officer

Date: October 11, 2024

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 Specialist I	BMS1-521-2023	13	P32,870.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	<p>Core: (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI)</p> <p>Organizational: (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management)</p> <p>Functional: (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)</p>	DBM MIMAROPA Regional Office

2	Administrative Assistant III (Secretary II)	Contractual	9	P22,219.00	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None required	None required	None required	<p>Core: (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI)</p> <p>Organizational: (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management)</p> <p>Functional (Records Management, Confidentiality, Interpersonal Skills, Continuous Regulatory Compliance)</p>	DBM MIMAROPA Regional Office
---	--	-------------	---	------------	--	---------------	---------------	---------------	--	------------------------------

T

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 October 21, 2024.

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:

GEMMA P. RIVERA

Acting Chief Administrative Officer

2nd floor CSP Building, 815 Quezon Avenue, Quezon City

grivera@dbm.gov.ph /
dbm_ro4b@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.