

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: May 15, 2025

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 Officer V (Budget Officer)	ADOF5-17-2021	18	51,304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/S econd Level Eligibility	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, Records Management, Risk Analysis, Inventory Management and Stock Control)	DBM MIMAROPA Regional Office

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 May 24, 2025.

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. Certified true copy of certificate of eligibility/rating/license; and
4. Certified true copy 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

1st 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.