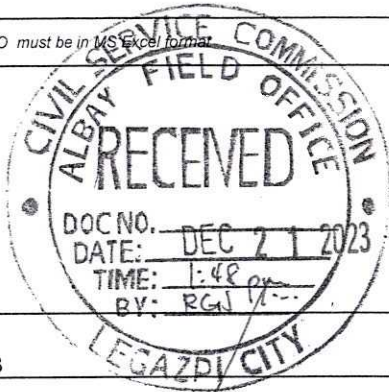


Republic of the Philippines  
**Department of Budget and Management**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format



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:

**LEIZEL L. SAPAULA**  
HRMO

Date: 12/21/2023

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 Officer III (Supply Officer II)	ADOF3-2-2005	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	<b>Core Competencies:</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion-GEDSI) <b>Organizational Competencies:</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional Competencies:</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances; Accounts Reconciliation, Supplier and Contract Management, Generating Reports, Correspondence and Documentation, Records Management, Continuous Regulatory Compliance)	DBM Regional Office V
2	Budget and Management Specialist I	BMS1-5-2006	13	31,320	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	<b>Core Competencies:</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion-GEDSI) <b>Organizational Competencies:</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional Competencies:</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances; Accounts Reconciliation, Supplier and Contract Management, Generating Reports, Correspondence and Documentation, Records Management, Continuous Regulatory Compliance)	DBM Regional Office V

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3	Budget and Management Specialist I	BMS1-6-2006	13	31,320	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	<b>Core Competencies:</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion-GEDSI) <b>Organizational Competencies:</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional Competencies:</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances; Accounts Reconciliation, Supplier and Contract Management, Generating Reports, Correspondence and Documentation, Records Management, Continuous Regulatory Compliance)	DBM Regional Office V
4	Budget and Management Specialist I	BMS1-7-2006	13	31,320	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	<b>Core Competencies:</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion-GEDSI) <b>Organizational Competencies:</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional Competencies:</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances; Accounts Reconciliation, Supplier and Contract Management, Generating Reports, Correspondence and Documentation, Records Management, Continuous Regulatory Compliance)	DBM Regional Office V

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Administrative Officer II	ADOF2-20-2016	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	<b>Core Competencies:</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion-GEDSI) <b>Organizational Competencies:</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional Competencies:</b> (Achievement Orientation, Records Management, Risk Analysis, Engineering, Occupational Safety Hazards)	DBM Regional Office V



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Request for Publication of Vacant Positions

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HRMO

Date: 12/21/2023

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Budget and Management Analyst	BMAN-16-2021	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	<b>Core Competencies:</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion-GEDSI) <b>Organizational Competencies:</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional Competencies:</b> (Maintaining PFM Understanding, Technical Writing, Presentation Skills, Political Savvy, Risk Analysis, Influencing and Building Relationships)	DBM Regional Office V

All interested and qualified individual, 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. Attach the following documents to the application letter and send to the address below not later than **December 31, 2023**.

- 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](http://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:

**LEIZEL L. SAPAULA**  
Supervising Administrative Officer/Acting Chief AO  
Department of Budget and Management, ROV  
[dbm\\_ro5@dbm.gov.ph](mailto:dbm_ro5@dbm.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**