

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

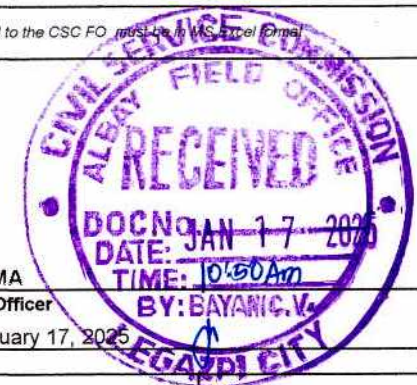
To: CIVIL SERVICE COMMISSION (CSC)

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:


JENNIFER B. BARCOMA
Acting Chief Administrative Officer

Date:

January 17, 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	Budget and Management Specialist II	OSEC-DBMB-BMS2-42-2016	16	41,616	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second 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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing, Partnering with Other Government Agencies)	DBM Regional Office V
2	Budget and Management Specialist II	OSEC-DBMB-BMS2-32-2000	16	41,616	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second 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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing, Partnering with Other Government Agencies)	DBM Regional Office V
3	Administrative Officer III (Supply Officer II)	OSEC-DBMB-ADOF3-2-2005	14	35,434	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second 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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Management of Accounts Payable, Accounts Reconciliation, Generating Reports, Correspondence, and Documentation, Records Management, Continuous Regulatory Compliance)	DBM Regional Office V

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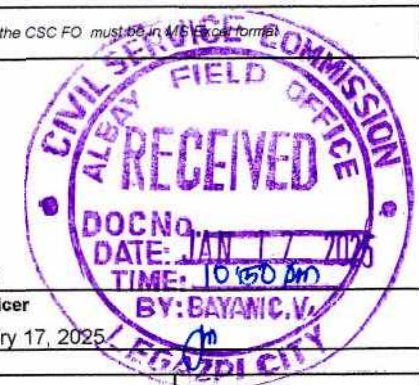
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4	Administrative Officer III (Cashier II)	OSEC-DBMB- ADOF3-9-2011	14	35,434	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	Core (Integrity, Patriotism, Performance, Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Management of Accounts Payable, Accounts Reconciliation, Generating Reports, Correspondence, and Documentation, Records Management, Continuous Regulatory Compliance)	DBM Regional Office V
5	Budget and Management Specialist I	OSEC-DBMB- BMS1-523-2023	13	32,870	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second 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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	DBM Regional Office V
6	Budget and Management Specialist I	OSEC-DBMB- BMS1-527-2023	13	32,870	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second 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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	DBM Regional Office V

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 **January 27, 2025**.


1. Signed **APPLICATION LETTER**, indicating/specifying the title of the position applied for, salary grade, and plantilla item number, and addressed to:

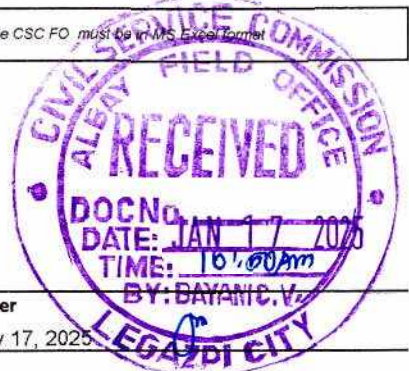
FRANCIS C. BAUTISTA
Acting Director IV
Department of Budget and Management - Regional Office V
Regional Center Site, Rawis, Legazpi City

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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 (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), 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 the 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** (as an attachment to CS Form No. 212, Revised 2017);
- 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 **REPORT OF RATING/LICENSE/CERTIFICATE OF ADMISSION TO THE BAR/CERTIFICATE OF ELIGIBILITY/ELIGIBILITY CARD** or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's Licensure Examination and Registration Information System, or Supreme Court of the Philippine's Lawyer's List; and
- 8. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT RATING** 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JENNIFER B. BARCOMA
Acting Chief Administrative Officer
Department of Budget and Management - Regional Office V
dbm_ro5@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.