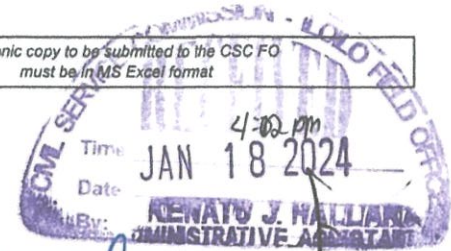


Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Request for Publication of Vacant Positions

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:

ATTY. MARIEL DAVE M. GALLEGO
HRMO

Date: January 18, 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 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DBMB-ADAS3-11-2021 | 9 | 21211 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-Professional/First Level Eligibility) | <p>Core Competency: Integrity, Patriotism, Performance, Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)</p> <p>Organizational Competency: Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management</p> <p>Functional Competencies: Achievement Orientation, Interpersonal Skills, Records Management, Generating Reports, Correspondence, and Documentation</p> | DBM Regional Office VI |

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 January 31, 2024.

1. Application letter (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph (for applicants external to DBM, PDS should be subscribed and sworn to before a Notary Public);
3. Photocopy of authenticated certificate of eligibility/bar or board rating/license;
4. Photocopy of Transcript of Records;
5. Certificate of Employment with actual duties and responsibilities (For internal applicants, a certificate from previous employer/agency is required)
6. Photocopy of Certificates of Trainings/Seminars
7. Performance rating in the last rating period (if applicable);

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

MARIA LIANE L. GAYOMALI

Acting Director IV

251-A General Hughes St., Iloilo City

dbm_ro6@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Budget and Management Regional Office VI observes the "Equal Employment Opportunity Principle (EEO)".

All qualified applicants are welcome to apply regardless of age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, and indigenous cultural affiliation.