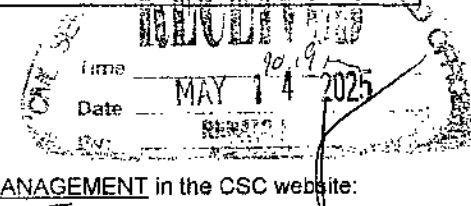


Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Request for Publication of Vacant Positions

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:

[Signature]
LEAH P. DESLATE
HRMO

Date: 13-May-25

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 III)	OSEC- DBMB- ADOF5-7- 2021	18	51304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional/ Second Level Eligibility)	Core Competency: Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI) Organizational Competency: Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management Functional Competencies: Maintaining PFM Understanding, Use of IT to Manage Public Finances, Management of Accounts Payable, Accounts Reconciliation, Preparation and Interpretation of Financial Statements and Reports, Records Management, Continuous Regulatory	DBM Regional Office VI

2	Budget and Management Specialist II	OSEC-DBMB-BMS2 6-2024	16	43560	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second 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: Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with other Government Agencies</p>	DBM Regional Office VI
3	Budget and Management Specialist II	OSEC-DBMB-BMS2 27-2000	16	43560	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second 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: Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with other Government Agencies</p>	DBM Regional Office VI

4	Budget and Management Specialist II	OSEC-DBMB-BMS2-37-2024	16	43560	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second 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: Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with other Government Agencies</p>	DBM Regional Office VI
5	Budget and Management Specialist II	OSEC-DBMB-BMS2-38-2024	16	43560	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second 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: Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with other Government Agencies</p>	DBM Regional Office VI

6	Administrative Officer II (Human Resource Management Officer I)	OSEC-DBMB-ADO2-21-2016	11	30024	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional/ Second Level Eligibility)	Core Competency: Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI) Organizational Competency: Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management Functional Competencies: Generating Reports, Correspondence, and Documentation; Records Management, Continuous Regulatory Compliance, Recruitment, Selection, and Placement, Performance Management, Learning and Development Planning, Rewards and Recognition	DBM Regional Office VI
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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 May 26, 2025.

1. Signed **APPLICATION LETTER** (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is);
2. Duly accomplished **PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)** with recent passport-sized picture taken within three (3) months prior to submission 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 **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 Philippines Lawyer's List;
4. Photocopy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**;
5. Photocopy of **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** attended;
7. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT** or its equivalent in the last rating period (if applicable);
8. Photocopy of **CERTIFICATION** issued by Commission on Higher Education that a one-year diploma post-graduate course acquired from a foreign or local institution is equivalent to a master's degree or a degree obtained from foreign schools is equivalent to a bachelor's or master's degree (if applicable)

It is reiterated that hard copies of the application documents should be submitted to the address provided above.

Only Applicants who submitted the required documents and meet ALL the required qualification standards will be contacted

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

MARIA LIANE L. GAYOMALI

Regional Director

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.