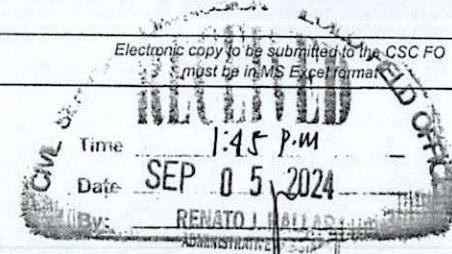


Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Request for Publication of Vacant Positions

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:

*Leah P. Deslate*  
**LEAH P. DESLATE**  
HRMO

Date: September 5, 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	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-33-2016	19	53873	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	Career Service (Professional/ Second Level Eligibility)	<p><b>Core Competency:</b> Integrity, Patriotism, Performance, Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)</p> <p><b>Organizational Competency:</b> Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management</p> <p><b>Functional Competencies:</b> Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies</p>	DBM Regional Office VI

2	Administrative Officer III (Cashier II)	OSEC-DBMB-ADOF3-7-2012	14	35434	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/Second Level Eligibility)	<p><b>Core Competency:</b> Integrity, Patriotism, Performance, Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)</p> <p><b>Organizational Competency:</b> Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management</p> <p><b>Functional Competencies:</b> 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</p>	DBM Regional Office VI
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-11-2021	9	22219	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)	<p><b>Core Competency:</b> Integrity, Patriotism, Performance, Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)</p> <p><b>Organizational Competency:</b> Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management</p> <p><b>Functional Competencies:</b> 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 **September 20, 2024**.

1. 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 (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](http://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 or site/screen capture of the eligibility using the Civil Service Verification System, Professional Regulation Commissions Licensure Examination and Registration Information System, or Supreme Court of the Philippines Lawyer's List;

4. Photocopy of 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;
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)

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 (EEOP)".

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.