

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



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the DEPARTMENT OF BUDGET AND MANAGEMENT in the CSC website:

*Lenin S. Bernales*  
LENIN S. BERNALES  
Head of Agency

Date: September 12, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Administrative Assistant III (Senior Bookkeeper)	ADAS3-16-2021	9	21,211	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Achievement Orientation, Interpersonal Skills, Records Management, Generating Reports, Correspondence and Documentation)	DBM ROVII, Cebu City	

All interested and qualified individuals, 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 September 22, 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:

**LENIN S. BERNALES**

Acting Director IV

Sudlon, Lahug, Cebu City

[dbm\\_ro7@dbm.gov.ph](mailto:dbm_ro7@dbm.gov.ph)

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