

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:

*[Signature]*  
**LENIN S. BERNALES**  
Head of Agency

Date: September 08, 2023

**FO-CEBU NORTH**  
1<sup>st</sup> Floor, CSC 60 VLL Building  
Suffice Lanes, Cebu City  
Telephone No. (032) 424-0758

**RECEIVED**  
Date: **SEP 08 2023**  
Time: **11:22**

By: *[Signature]* **MATTHEW BAWAGAN**  
Personnel Specialist

Place of Assignment

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		<b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion) <b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional</b> (Achievement Orientation, Interpersonal Skills, Records Management, Generating Reports, Correspondence and Documentation)	DBM ROVII, Cebu City
2	Budget and Management Analyst	BMAN-11-2012	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		<b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion) <b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies)	DBM ROVII, Cebu City
3	Budget and Management Analyst	BMAN-32-2021	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		<b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion) <b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies)	DBM ROVII, Cebu City
4	Administrative Officer III (Supply Officer)	ADO3-7-2011	14	33,843	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/ Second Level Eligibility		<b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion) <b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Accounts Reconciliation, Supplier and Contract Management, Generating Reports, Correspondence and Documentation, Records Management, Continuous Regulatory Compliance)	DBM ROVII, Cebu City
5	Budget and Management Specialist II	BMS2-18-2012	16	39,672	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/ Second Level Eligibility		<b>Core</b> (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion) <b>Organizational</b> (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) <b>Functional</b> (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies)	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 18, 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.**