

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

**RECEIVED**

FO-CEBU NORTH  
5th Floor, CSC RO VII Building  
Sudlon, Lahug, Cebu City  
Telephone No. (032) 414-0769

Date: SEP 14 2021

Time: 4:35 PM

Unique Transaction No.  
FC: PVB-000-389

By: RICKY L. SANCHEZ JR.

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:

  
**RICKY L. SANCHEZ**  
(Head of Agency)

Date: September 14, 2021

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 II	ADOF2-22-2016	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	N/A	DBM ROVII, Cebu City

**INSTRUCTIONS/REMARKS:**

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 24, 2021.

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:

**RICKY L. SANCHEZ**  
Director IV  
Sudlon, Lahug, Cebu City  
dbm\_ro7@dbm.gov.ph

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