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submitted to the CSC FO**

Republic of the Philippines
Department of Budget and Management Regional Office IX
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 Regional Office IX in the CSC website:

MARK LOUIE C. MARTIN
Director IV

Date: **January 19, 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	Supervising Budget and Management Specialist	OSEC-DBMB-SVBMS-35-2000	22	71,511	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability) Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Assessment and Management, Policy Formulation, Formulating and Integrating Development Plan, Technical Writing)	DBM Regional Office No. IX, Zamboanga City

2	Budget and Management Specialist I	OSEC-DBMB-BMS1-11-2010	13	31,320	Bachelor's Degree in Business-related course or with at least 18 units of Accounting	None Required	None Required	Career Service Professional/ Second Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	DBM Regional Office No. IX, Zamboanga City
3	Budget and Management Analyst	OSEC-DBMB-BMAN-35-2000	11	27,000	Bachelor's Degree in Business-related course or with at least 18 units of Accounting	None Required	None Required	Career Service Professional/ Second Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Technical Writing, Presentation Skills, Political Savvy, Risk Analysis, Influencing and Building Relationships)	DBM Regional Office No. IX, Zamboanga City
4	Administrative Officer II	OSEC-DBMB-ADOF2-24-2016	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Interpersonal Skills, Records Management, Monitoring and Evaluation, Confidentiality, Program/ Course Delivery and Administration, Learning Facilitation, Organizational Diagnosis)	DBM Regional Office No. IX, Zamboanga City

5	Administrative Assistant I	OSEC-DBMB-ADAS1-26-2017	7	18,620	Bachelor's Degree relevant to the job	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Confidentiality, Interpersonal Skills)	DBM Regional Office No. IX, Zamboanga City
6	Administrative Assistant III	Contractual	9	21,211	Bachelor's Degree relevant to the job	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, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Achievement Orientation, Records Management, Interpersonal Skills, Office Administration, Generating Reports, Correspondence, and Documentation)	DBM Regional Office No. IX, Zamboanga City

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 **January 31, 2024**.

1. Application letter (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is);
2. Fully 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 (For applicants external to DBM, PDS should be subscribed and sworn to before a Notary Public);
3. Curriculum vitae;
4. Photocopy of transcript of records;
5. Photocopy of diploma and/or certificate of graduation;
6. Photocopy of authenticated copy of certificate of eligibility/bar or board rating/license;
7. Photocopy of certificate of employment with actual duties and responsibilities;
8. Photocopy of certificate of training/seminars attended; and
9. Photocopy of performance rating in the last rating period (if applicable)

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

MARK LOUIE C. MARTIN

Director IV
Department of Budget and Management RO IX
N.S. Valderrosa Street, Petit Barracks, Zamboanga City
dbm_ro9@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Budget and Management, Regional Office IX 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.