

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: May 23, 2025

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-262-2000	19	56,390	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional/ Second Level Eligibility)	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, and GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, and Data Management) Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies)	DBM Regional Office No. IX, Zamboanga City
2	Administrative Officer II	OSEC-DBMB-ADO2-24-2016	11	30,024	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, and GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, and Data Management) Functional (Generating Reports, Correspondence, and Documentation, Records Management, Continuous Regulatory Compliance, Recruitment, Selection, and Placement, Performance Management, Learning and Development Planning, Rewards and Recognition)	DBM Regional Office No. IX, Zamboanga City

3	Administrative Assistant I (Reproduction Machine Operator III)	OSEC-DBMB- ADAS1-26-2017	7	20,110	Elementary School Graduate	None required	None required	None required (MC 10 s 2013 s. - Cat. III)	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, and GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, and Data Management) Functional (Achievement Orientation, Interpersonal Skills, Records Management, Generating Reports, Correspondence, and Documentation)	DBM Regional Office No. IX, Zamboanga City
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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 **June 02, 2025**.

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.