

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: **October 03, 2023**

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 Assistant III	N/A	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 (Records Management, Confidentiality, Interpersonal Skills, Continuous Regulatory Compliance)	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 **October 13, 2023**.

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 indigenious cultural affiliation.