

Republic of the Philippines
Department of Budget and Management
Request for Publication of Vacant Positions

GLADYS GRACE B. RIVERA
Date of Publication
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25 SEP 2024

MARIE GRACE A. TIMBREZA
MARIE GRACE A. TIMBREZA
HRMO CSC - PO Office of the President

Date: 09/25/2024

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:

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 (Senior Bookkeeper)	OSEC-DBMB- ADAS3-6-2021	9	22,219	Completion of 2 years studies on college	4 hours of relevant training	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, Interpersonal Skills, Records Management, Generating Reports, Correspondence, and Documentation)	Department of Budget and Management-National Capital Region

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 **October 7, 2024**.

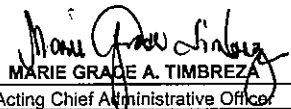
1. Signed application letter indicating the position applied for and the item number. Address it to:

Director Ruby P. Muro

Director IV
Department of Budget and Management-National Capital Region
2F Arcache Building, General Solano St., San Miguel, Manila 1005

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
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 trainings/seminars attended; and
9. Photocopy of performance rating for the last rating period (if applicable)

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


MARIE GRADE A. TIMBREZA

Acting Chief Administrative Officer

2F Arcache Building, General Solano St., San Miguel, Manila 1005

dbmncr@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.