

Place of Assignment :	DBM Regional Office, City of San Fernando, Pampanga
Position Title :	Budget and Management Analyst
Plantilla Item No. :	BMAN-10-2021
Salary/Job/Pay Grade :	11
Monthly Salary :	Php 27,000.00
Eligibility :	Career Service (Professional) / Second Level Eligibility
Education :	Bachelor's Degree relevant to the job
Training :	none required
Work Experience :	none required

Competency :**Instructions/Remarks :**

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 May 28, 2023.

Documents:

1. Application letter (indicating the position applied for and item number);
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 trainings/seminars attended; and
9. Photocopy of performance rating for the last two (2) rating periods (if applicable).

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

ISABEL C. TAGUINOD

Director IV

Government Center, Maimpis, City of San Fernando, Pampanga
bbaltazar@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 18, 2023

Closing Date : May 28, 2023