

**DOF VACANT POSITIONS**  
as of February 11, 2019

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY SALARY	Qualification Standards (QS)				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB- ATY4-1-1998	Attorney IV	Legal Affairs Office	23 P 65,604.00	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	<p><b>Core Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Advanced</li> <li>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Advanced</li> <li>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. Level: Advanced</li> <li>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. Level: Advanced</li> </ol> <p><b>Leadership Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Building Collaborative, Inclusive Working Relationships - Builds and maintains a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. Level: Basic</li> <li>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. Level: Basic</li> <li>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</li> <li>4. Managing Performance and Coaching for Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</li> <li>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented.</li> </ol>

## DOF VACANT POSITIONS

*as of December 23, 2019*

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY SALARY	Qualification Standards				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB-ATY3-20-2010	Attorney III	Revenue Integrity Protection Service	21 P 52,554.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080	<p><b>Core Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Advanced</li> <li>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Advanced</li> <li>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. Level: Advanced</li> <li>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. Level: Advanced</li> </ol> <p><b>Leadership Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Building Collaborative, Inclusive Working Relationships - Builds and maintains a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. Level: Basic</li> <li>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. Level: Basic</li> <li>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</li> <li>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</li> <li>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented.</li> </ol>

## DOF VACANT POSITIONS

as of January 23, 2019

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY SALARY	Qualification Standards (QS)				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB- PLO3-1-2000	Planning Officer III	Municipal Development Fund Office	18 P 38,085.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Intermediate</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Intermediate</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Intermediate</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Advanced</i></p> <p><b>Leadership Competencies:</b></p> <p>1. Building Collaborative, Inclusive Working Relationships - Builds and maintains a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. <i>Level: Basic</i></p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. <i>Level: Basic</i></p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. <i>Level: Basic</i></p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Basic</i></p>

								<p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented.</p> <p><i>Level: Basic</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Intermediate</i></p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements.</p> <p><i>Level: Intermediate</i></p> <p><b>Technical Competencies:</b></p> <p>1. Information, Education and Communication - Develops, prepares and produces marketing materials such as brochures, audio-visual, presentations, among others that are aligned with the latest directive of the Municipal Development Fund Office – Policy Governing Board (MDFO-PGB) for distribution to Local Government Units (LGUs).</p> <p><i>Level: Intermediate</i></p> <p>2. Secretariat Support - Provides technical staff support and administrative requirements during meetings and activities which cover agenda setting, preparation of meeting materials, minutes, documentation and monitoring of discussion flow and agreements.</p> <p><i>Level: Intermediate</i></p>
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OSEC-DOFB- ADAS2-16-2005	Administrative Assistant II (Human Resource Management Assistant)	Central Administration Office	8 P 16,282.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF.</p> <p><i>Level: Basic</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <p><i>Level: Basic</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence.</p> <p><i>Level: Basic</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities.</p> <p><i>Level: Intermediate</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards.</p> <p><i>Level: Basic</i></p> <p><b>Technical Competencies:</b></p> <p>1. Data Privacy Administration - Implements standards based on data privacy principles to ensure protection of personal information.</p> <p><i>Level: Basic</i></p>

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OSEC-DOFB- ADA6-35-2005	Administrative Aide VI (Clerk III)	Central Administration Office	6 P 14,340.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Basic</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Basic</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Basic</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Basic</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards. <i>Level: Basic</i></p> <p><b>Technical Competencies:</b></p> <p>1. Asset Management - Determines the basic infrastructure facilities that it has to provide for its personnel, it is through the General Service Division (GSD) that these facilities are properly maintained for purposes of delivering the required agency services. <i>Level: Basic</i></p> <p>2. Information Security Management - Secures electronic and paper-based information assets to minimize risk of breach. <i>Level: Basic</i></p> <p>3. Technology Savvy - Recognizes the impact of technological advances and integrates technology in performing job tasks to achieve efficiency, quality and productivity. <i>Level: Basic</i></p>

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OSEC-DOFB- ADA6-38-2005	Administrative Aide VI (Clerk III)	Central Administration Office	6 P 14,340.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Basic</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Basic</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Basic</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Basic</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards. <i>Level: Basic</i></p> <p><b>Technical Competencies:</b></p> <p>1. Asset Management - Determines the basic infrastructure facilities that it has to provide for its personnel, it is through the General Service Division (GSD) that these facilities are properly maintained for purposes of delivering the required agency services. <i>Level: Basic</i></p> <p>2. Information Security Management - Secures electronic and paper-based information assets to minimize risk of breach. <i>Level: Basic</i></p> <p>3. Technology Savvy - Recognizes the impact of technological advances and integrates technology in performing job tasks to achieve efficiency, quality and productivity. <i>Level: Basic</i></p>

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OSEC-DOFB- ADOF5-8-2005	Administrative Officer V	Central Administration Office	18 P 38,085.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Intermediate</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological Challenges. <i>Level: Intermediate</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Intermediate</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Advanced</i></p> <p><b>Leadership Competencies:</b></p> <p>1. Building Collaborative, Inclusive Working Relationships - Builds and maintains a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. <i>Level: Basic</i></p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. <i>Level: Basic</i></p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. <i>Level: Basic</i></p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Basic</i></p> <p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented.</p>



								<p><i>Level: Basic</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Intermediate</i></p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements.</p> <p><i>Level: Intermediate</i></p> <p>3. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards.</p> <p><i>Level: Intermediate</i></p> <p><b>Technical Competencies:</b></p> <p>1. Recruitment, Selection and Placement - The ability to search, attract and assess job candidates and to guide the appointing authority in choosing the best fit for the job at the right time, in accordance with legal requirements to achieve organizational goals.</p> <p><i>Level: Intermediate</i></p> <p>2. Program/Course Administration - The ability to plan, execute and report the implementation of training/learning interventions, courses and programs.</p> <p><i>Level: Intermediate</i></p> <p>3. Learning Facilitation - The ability to stimulate process, sustain learning through facilitation, formative assessment, and use of various training/learning methodologies and activities.</p> <p><i>Level: Intermediate</i></p> <p>4. Performance Management - The ability to collect, analyze, review and report performance data and establish scientific basis for performance targets and measures.</p> <p><i>Level: Intermediate</i></p> <p>5. Rewards and Recognition - The ability to identify, develop and implement programs for the organization/bureaucracy to reward and recognize outstanding performance and behavior.</p> <p><i>Level: Intermediate</i></p> <p>6. Data Privacy Administration - Implements standards based on data privacy principles to ensure protection of personal information.</p> <p>Level: Intermediate</p>
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OSEC-DOFB-ACHE2-1-2016	Attache II	International Finance Group	25 P 82,439.00	Master's degree or Certificate in Leadership and Management from the CSC	5 years of supervisory/management experience	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF.  <i>Level: Advanced</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.  <i>Level: Advanced</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence.  <i>Level: Advanced</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities.  <i>Level: Advanced</i></p> <p><b>Leadership Competencies:</b></p> <p>1. Building Collaborative, Inclusive Working Relationships - Builds and maintains a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors.  <i>Level: Intermediate</i></p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness.  <i>Level: Intermediate</i></p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.  <i>Level: Intermediate</i></p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.</p>

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OSEC-DOFB- FINA2-9-2006	Financial Analyst II	Corporate Operations Office	15 P 29,010.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Intermediate</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Intermediate</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Intermediate</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Intermediate</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject. <i>Level: Basic</i></p> <p>2. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws. <i>Level: Basic</i></p> <p><b>Technical Competencies:</b></p>

								<p>1. Government Corporate Sector Policy Formulation - Provides input in the formulation and implementation of policies/reforms concerning the government corporate sector such as but not limited to reforms, dispositive actions, corporate governance, performance evaluation/contracting system, legislative matters, contingent liabilities and private sector participation and other data requirements.</p> <p><i>Level: Basic</i></p> <p>2. Monitoring, Performance Evaluation and Coordination of the Government Corporate Sector - Prepares the report on the results of operations and financial performance of GOCCs as an input to the consolidated financial performance of the government corporate sector.</p> <p><i>Level: Basic</i></p>
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OSEC-DOFB- FINA1-13-2006	Financial Analyst I	Corporate Operations Office	11 P 20,179.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF.</p> <p><i>Level: Basic</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <p><i>Level: Intermediate</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence.</p> <p><i>Level: Intermediate</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities.</p> <p><i>Level: Intermediate</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Basic</i></p>

								<p>2. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws. <i>Level: Basic</i></p> <p><b>Technical Competencies:</b></p> <p>1. Government Corporate Sector Policy Formulation - Provides input in the formulation and implementation of policies/reforms concerning the government corporate sector such as but not limited to reforms, dispositive actions, corporate governance, performance evaluation/contracting system, legislative matters, contingent liabilities and private sector participation and other data requirements. <i>Level: Basic</i></p> <p>2. Monitoring, Performance Evaluation and Coordination of the Government Corporate Sector - Prepares the report on the results of operations and financial performance of GOCCs as an input to the consolidated financial performance of the government corporate sector. <i>Level: Basic</i></p>
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OSEC-DOFB- ADA2-16-2005	Administrative Aide II (Messenger)	Corporate Affairs Group	2 P 11,200.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Basic</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Basic</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Basic</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Basic</i></p>

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OSEC-DOFB- CFMS-2-1998	Chief Financial Management Specialist	Corporate Operations Office	24 P 73,299.00	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/man agement experience	40 hours of supervisory/m anagement learning and development intervention undertaken within the last 5 years	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Advanced</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Advanced</p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. Level: Advanced</p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. Level: Advanced</p> <p><b>Leadership Competencies:</b></p> <p>1. Building Collaborative, Inclusive Working Relationships - Builds and maintains a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. Level: Intermediate</p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. Level: Intermediate</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Intermediate</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Intermediate</p>

								<p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented.</p> <p><i>Level: Intermediate</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Advanced</i></p> <p>2. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws.</p> <p><i>Level: Advanced</i></p> <p><b>Technical Competencies:</b></p> <p>1. Government Corporate Sector Policy Formulation - Provides input in the formulation and implementation of policies/reforms concerning the government corporate sector such as but not limited to reforms, dispositive actions, corporate governance, performance evaluation/contracting system, legislative matters, contingent liabilities and private sector participation and other data requirements.</p> <p><i>Level: Advanced</i></p> <p>2. Monitoring, Performance Evaluation and Coordination of the Government Corporate Sector - Prepares the report on the results of operations and financial performance of GOCCs as an input to the consolidated financial performance of the government corporate sector.</p> <p><i>Level: Advanced</i></p>
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**DOF VACANT POSITIONS**  
as of February 11, 2019

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY	Qualification Standards (QS)				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB- ECO2-5-1998	Economist II	Information and Liaison Office	15 P 29,010.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF.</p> <p><i>Level: Intermediate</i></p>

								<p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <p><i>Level: Intermediate</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence.</p> <p><i>Level: Intermediate</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities.</p> <p><i>Level: Intermediate</i></p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Basic</i></p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements.</p> <p><i>Level: Basic</i></p> <p>3. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards.</p> <p><i>Level: Basic</i></p> <p>4. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws.</p> <p><i>Level: Basic</i></p> <p><b>Technical Competencies:</b></p> <p>1. Economics Statistics - Collects, consolidates and analyzes statistical data and relevant information needed for macroeconomic planning, fiscal policy formulation, and for estimating macroeconomic impact of proposed revenue measures, tax policies and fiscal issues.</p> <p><i>Level: Basic</i></p> <p>2. Fiscal Policy Formulation and Review - Formulates policy proposals and recommendations on a wide-range of economic and sectoral areas with fiscal implications, in coordination with concerned bureaus and offices of the Department.</p>
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**DOF VACANT POSITIONS**  
*as of February 11, 2019*

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY SALARY	Qualification Standards (QS)				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB-ITO3-3-2017	Information Technology Officer III	Central Management Information Office	24 P 73,299.00	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Advanced</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Advanced</p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. Level: Advanced</p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. Level: Advanced</p> <p><b>Leadership Competencies:</b></p> <p>1. Building Collaborative, Inclusive Working Relationships - Builds and maintains a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. Level: Intermediate</p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. Level: Intermediate</p>

								<p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Intermediate</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Intermediate</p> <p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented. Level: Intermediate</p> <p>1. Data Management - Demonstrates knowledge on the operation and management of data resource; this includes gathering, handling, storing, digitizing, encrypting and transmission of data. Level: Superior</p> <p>2. Information Security Management - Secures electronic and paper-based information assets to minimize risk of breach. Level: Superior</p>
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**DOF VACANT POSITIONS**  
*as of February 11, 2019*

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY SALARY	Qualification Standards (QS)				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB-A2-3-1998	Accountant II	Central Financial Management Office	16 P 31,765.00	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	<p>Core Competencies:</p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Intermediate</p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. Level: Intermediate</p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. Level: Intermediate</p>

							<p>Organizational Competencies:</p> <ol style="list-style-type: none"><li>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject. Level: Intermediate</li><li>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements. Level: Intermediate</li><li>3. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards. Level: Intermediate</li><li>4. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws. Level: Intermediate</li></ol> <p>Technical Competencies:</p> <ol style="list-style-type: none"><li>1. Financial Management - Formulates budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards and adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner. Level: Advanced</li><li>2. Data Analytics - Utilizes raw and unprocessed transaction data from DOF attached agencies and other external sources to come up with analyses, researches and reports for information and reference of the DOF. Level: Intermediate</li><li>3. Transaction Processing - Records authorised financial transactions, manually or by computer, to create accurate and timely accounting records correctly classified according to the chart of accounts. Level: Intermediate</li></ol>
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**DOF VACANT POSITIONS**  
as of February 11, 2019

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY	Qualification Standards (QS)				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB-ADOF4-14-2006	Administrative Officer IV	Central Financial Management Office	15 P 29,010.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Intermediate</p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. Level: Intermediate</p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. Level: Intermediate</p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject. Level: Intermediate</p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements. Level: Intermediate</p> <p><b>Technical Competencies:</b></p> <p>1. Financial Management - Formulates budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards and adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner. Level: Advanced</p> <p>2. Data Analytics - Utilizes raw and unprocessed transaction data from DOF attached agencies and other external sources to come up with analyses, researches and reports for information and reference of the DOF. Level: Intermediate</p>

								<p>3. Transaction Processing - Records authorised financial transactions, manually or by computer, to create accurate and timely accounting records correctly classified according to the chart of accounts. Level: Intermediate</p> <p>4. Accounting for Appropriations, Allotments, Obligations, Revenues, And Expenditures - Uses existing laws, rules, and regulations on accounting concepts and standards, including sound judgement to record and examine the values of budget appropriations, allotments, obligations, revenues, and expenditures, and to report promptly if budget execution decisions are infringing the control rules. Level: Intermediate</p> <p>5. Accounts Reconciliation - Carries out timely and accurate reconciliation of accounting control statements, including bank reconciliations, control accounts, revenue reconciliations, advances, and deposits. Level: Intermediate</p>
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**DOF VACANT POSITIONS**  
*as of February 11, 2019*

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY SALARY	Qualification Standards (QS)				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB-A1-3-1998	Accountant I	Central Financial Management Office	12 P 22,149.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Intermediate</p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. Level: Intermediate</p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. Level: Intermediate</p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among</p>

							<p>others, that will help audience (internal and external) understand the subject.</p> <p>Level: Intermediate</p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements.</p> <p>Level: Intermediate</p> <p>3. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards.</p> <p>Level: Intermediate</p> <p>4. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws.</p> <p>Level: Intermediate</p> <p>Technical Competencies:</p> <p>1. Financial Management - Formulates budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards and adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p> <p>Level: Advanced</p> <p>2. Data Analytics - Utilizes raw and unprocessed transaction data from DOF attached agencies and other external sources to come up with analyses, researches and reports for information and reference of the DOF.</p> <p>Level: Basic</p> <p>3. Transaction Processing - Records authorised financial transactions, manually or by computer, to create accurate and timely accounting records correctly classified according to the chart of accounts.</p> <p>Level: Basic</p> <p>4. Accounting for Appropriations, Allotments, Obligations, Revenues, And Expenditures - Uses existing laws, rules, and regulations</p>
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**DOF VACANT POSITIONS**

*as of February 11, 2019*

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY	Qualification Standards (QS)				
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)
OSEC-DOFB-A1-2-1998	Accountant I	Central Financial Management Office	12 P 22,149.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	<p>Core Competencies:</p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Intermediate</p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. Level: Intermediate</p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. Level: Intermediate</p> <p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject. Level: Intermediate</p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements. Level: Intermediate</p> <p>3. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards. Level: Intermediate</p> <p>4. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws. Level: Intermediate</p> <p><b>Technical Competencies:</b></p>

								<p>1. Financial Management - Formulates budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards and adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner. Level: Advanced</p> <p>2. Data Analytics - Utilizes raw and unprocessed transaction data from DOF attached agencies and other external sources to come up with analyses, researches and reports for information and reference of the DOF. Level: Basic</p> <p>3. Transaction Processing - Records authorised financial transactions, manually or by computer, to create accurate and timely accounting records correctly classified according to the chart of accounts. Level: Basic</p> <p>4. Accounting for Appropriations, Allotments, Obligations, Revenues, And Expenditures - Uses existing laws, rules, and regulations on accounting concepts and standards, including sound judgement to record and examine the values of budget appropriations, allotments, obligations, revenues, and expenditures, and to report promptly if budget execution decisions are infringing the control rules. Level: Basic</p> <p>5. Accounts Reconciliation - Carries out timely and accurate reconciliation of accounting control statements, including bank reconciliations, control accounts, revenue reconciliations, advances, and deposits. Level: Basic</p>
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**DOF VACANT POSITIONS**  
*as of February 11, 2019*

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY SALARY	Qualification Standards (QS)					COMPETENCY (if applicable)
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
OSEC-DOFB-ADOF5-17-2005	Administrative Officer V	Central Financial Management Office	18 P 38,085.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional	Core Competencies: 1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. Level: Intermediate 2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.	



							<p>Level: Intermediate</p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence.</p> <p>Level: Intermediate</p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities.</p> <p>Level: Intermediate</p> <p><b>Technical Competencies:</b></p> <p>1. Financial Management - Formulates budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards and adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p> <p>Level: <i>Intermediate</i></p> <p>2. Data Analytics - Utilizes raw and unprocessed transaction data from DOF attached agencies and other external sources to come up with analyses, researches and reports for information and reference of the DOF.</p> <p>Level: <i>Intermediate</i></p> <p>3. Preparation of Budget Plans and Annual Budget Submissions - Prepares budget plans using the latest budgeting techniques, and prepares budget submissions by agencies based on policy priorities, medium term sector and departmental policy priorities, and up-to-date information on costing.</p> <p>Level: <i>Intermediate</i></p> <p>4. Participation in Budget Hearings and Approval Procedures - Defends the budget that has been formulated and to present a case to the government that will show excellent delivery of service and value for money.</p> <p>Level: <i>Intermediate</i></p> <p>5. Oversight of Budget Execution - Monitors and evaluates actual expenditure against projected budget, compiling variance analyses and processing reallocations of budgets through realignment and in-year revisions.</p> <p>Level: <i>Intermediate</i></p> <p>6. Implementation of Budget Execution - Controls government expenditure within the agreed budget law and allocations.</p> <p>Level: <i>Intermediate</i></p>
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**DOF VACANT POSITIONS**

*as of February 11, 2019*

ITEM NO.	POSITION TITLE	OFFICE	SALARY GRADE/BASIC MONTHLY	Qualification Standards (QS)				COMPETENCY (if applicable)
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
OSEC-DOFB-DMO4-1-1998	Fiscal Policy and Planning Office	Development Management Officer IV	22 P 58,717.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional	<p><b>Core Competencies:</b></p> <p>1. Exemplifying Integrity - Upholds the highest ethical standards of public service delivery anchored on the Vision, Mission, Mandate and core values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Advanced</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Advanced</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Advanced</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Advanced</i></p> <p><b>Leadership Competencies:</b></p> <p>1. Building Collaborative, Inclusive Working Relationships - Builds and maintains a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. <i>Level: Basic</i></p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness <i>Level: Basic</i></p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. <i>Level: Basic</i></p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Basic</i></p> <p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented. <i>Level: Basic</i></p>

							<p><b>Organizational Competencies:</b></p> <p>1. Technical Writing - Constructs and conveys clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject. <i>Level: Advanced</i></p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements. <i>Level: Advanced</i></p> <p>3. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards. <i>Level: Advanced</i></p> <p><b>Technical Competencies:</b></p> <p>1. Fiscal Policy Formulation and Review - Formulates policy proposals and recommendations on a wide-range of economic and sectoral areas with fiscal implications, in coordination with concerned bureaus and offices of the Department. <i>Level: Advanced</i></p> <p>2. Formulation of Financial Inclusion Policies - Crafts, through broad-based consultative process with private and public stakeholders involved in financial sector development, programs, policies, rules, regulations and guidelines that foster and advocate financial inclusion to address the wide range of financial needs of the poor and marginalized sectors of the society. <i>Level: Advanced</i></p> <p>3. Advancing Financial Inclusion Agenda - Develops, establishes, maintains and strengthen relationships while securing support and forming partnerships and strategic alliances with the government sector, development partners, private sector and civil society organizations in the advancement of financial inclusion agenda. <i>Level: Advanced</i></p>
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*If interested, please submit to Personnel Services Division (PSD) the following documents for purposes of evaluation:*

- 1. Application letter addressed to Personnel Services Division (PSD)  
indicating the Position Title Applying For and its corresponding Office.*
- 2. Duly accomplished Personal Data Sheet (PDS)*
- 3. Photocopy of Transcript of Records and Diploma*
- 4. Photocopy of Certificate of Eligibility*
- 5. Photocopy of Certificate of Relevant training/seminars/scholarship grants*
- 6. Performance Rating for two (2) consecutive rating period (If any)*
- 7. Service Records from other office (if any)*