

DOF VACANT POSITIONS
as of August 20, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Economist III	OSEC-DOFB-ECO3-20-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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: Advanced</p> <p>Leadership Competencies:</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: Basic</p>	Policy, Research and Liaison Office

							<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.</p>
							<p>Level: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.</p> <p>Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.</p> <p>Level: Basic</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>Level: Basic</p> <p>Organizational Competencies:</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>Level: Intermediate</p> <p>2. 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>3. 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. 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>Level: Intermediate</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> <p>Level: Intermediate</p>	
								<p>3. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, polices and activities of the Department.</p> <p>Level: Basic</p> <p>4. 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: Intermediate</p>	
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				Education	Training	Experience	Eligibility		Competency (if applicable)
2	Economist III	OSEC-DOFB-ECO3-22-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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.</p> <p>Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <p>Level: Intermediate</p>	Policy, Research and Liaison Office

							<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: Advanced</p> <p>Leadership Competencies:</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: Basic</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: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</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: Basic</p> <p>Organizational Competencies:</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>Level: Intermediate</p> <p>2. 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>3. 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. 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>Level: Intermediate</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> <p>Level: Intermediate</p> <p>3. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, polices and activities of the Department.</p> <p>Level: Basic</p>	

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								4. 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	
3	Economist III	OSEC-DOFB-ECO3-24-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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: Advanced</p> <p>Leadership Competencies:</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: Basic</p>	Policy, Research and Liaison Office
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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

3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.

Level: Basic

4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.

Level: Basic

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: Basic

Organizational Competencies:

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

2. 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

3. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws.

Level: Intermediate

Technical Competencies:

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				Education	Training	Experience	Eligibility		Competency (if applicable)
4	Senior Tax Specialist	OSEC-DOFB-SRTXS-25-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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.</p> <p>Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <p>Level: Intermediate</p>	Policy, Research and Liaison Office

								<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.</p> <p>Level: Advanced</p> <p>Leadership Competencies:</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: Basic</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: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</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: Basic</p> <p>Organizational Competencies:</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>Level: Intermediate</p> <p>2. 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>3. 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. 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>Level: Intermediate</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> <p>Level: Intermediate</p> <p>3. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, polices and activities of the Department.</p> <p>Level: Basic</p>

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								4. 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	
5	Senior Tax Specialist	OSEC-DOFB-SRTXS-26-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	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. Level: Intermediate 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 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 Leadership Competencies: 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	Policy, Research and Liaison Office

							<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: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</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: Basic</p> <p>Organizational Competencies:</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>	
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				Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Senior Tax Specialist	OSEC-DOFB-SRTXS-27-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	Core Competencies:	Policy, Research and Liaison Office
								<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>Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <p>Level: Intermediate</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

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

Leadership Competencies:

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

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

3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.

Level: Basic

4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.

Level: Basic

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: Basic

Organizational Competencies:

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

2. 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

3. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws.

Level: Intermediate

Technical Competencies:

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.

Level: Intermediate

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				Education	Training	Experience	Eligibility	Competency (if applicable)	
								4. 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	
7	Economist II	OSEC-DOFB-ECO2-28-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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> <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: Basic</p>	Policy, Research and Liaison Office

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8	Economist II	OSEC-DOFB-ECO2-29-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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>	Policy, Research and Liaison Office
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9	Economist II	OSEC-DOFB-ECO2-30-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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.</p> <p>Level: Intermediate</p>	Policy, Research and Liaison Office

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No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
10	Economist II	OSEC-DOFB-ECO2-31-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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>	Policy, Research and Liaison Office
								<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>	

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

Organizational Competencies:

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: Basic

2. 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: Basic

3. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws.

Level: Basic

Technical Competencies:

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.

Level: Basic

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.

Level: Basic

								<p>3. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, policies and activities of the Department. Level: Basic</p> <p>4. 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>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Economist II	OSEC-DOFB-ECO2-32-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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>	Policy, Research and Liaison Office

								<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>Level: Basic</p>
								<p>2. 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: Basic</p> <p>3. 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: Basic</p> <p>Technical Competencies:</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>Level: Basic</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> <p>Level: Basic</p> <p>3. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, polices and activities of the Department.</p> <p>Level: Basic</p>

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
								4. 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	
12	Chief Tax Specialist	OSEC-DOFB-CTXS-1-1998	24 85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	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: Advanced 2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Advanced 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 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 Leadership Competencies: 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	Policy, Research and Liaison Office

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

3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.
 Level: Intermediate

4. Managing Performance and Coaching for Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.
 Level: Intermediate

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

Organizational Competencies:

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: Advanced

2. 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: Advanced

3. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws.
 Level: Advanced

Technical Competencies:

								<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>Level: Advanced</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> <p>Level: Advanced</p> <p>3. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, polices and activities of the Department.</p> <p>Level: Advanced</p> <p>4. 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: Advanced</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
13	Economist III	OSEC-DOFB-ECO3-21-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	Core Competencies:	Policy, Research and Liaison Office
								<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>Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <p>Level: Intermediate</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

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

Leadership Competencies:

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

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

3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.

Level: Basic

4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.

Level: Basic

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: Basic

Organizational Competencies:

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

2. 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

3. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws.

Level: Intermediate

Technical Competencies:

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.

Level: Intermediate

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.

Level: Intermediate

3. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, polices and activities of the Department.

Level: Basic

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
								4. 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	
14	Economist III	OSEC-DOFB-ECO3-23-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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: Advanced</p> <p>Leadership Competencies:</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: Basic</p>	Policy, Research and Liaison Office

							<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: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</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: Basic</p> <p>Organizational Competencies:</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. 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>3. 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>Technical Competencies:</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>Level: Intermediate</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> <p>Level: Intermediate</p> <p>3. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, polices and activities of the Department.</p> <p>Level: Basic</p>	
								<p>4. 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: Intermediate</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
15	Administrative Assistant III	OSEC-DOFB-ADAS3-2-2005	9 18,784.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional	<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.</p> <p>Level: Basic</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <p>Level: Basic</p>	Policy, Research and Liaison Office

									<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: Basic</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> <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. Level: Basic</p> <p>Technical Competencies:</p>	
									<p>1. Information and Liaison Management - Provides and disseminates information related to tax information education and departmental information programs and liaises with legislative branch of government by coordinating with concerned agencies and offices to implement the programs, polices and activities of the Department. Level: Basic</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment	
				Education	Training	Experience	Eligibility	Competency (if applicable)		
16	Development Management Officer V	OSEC-DOFB-DMO5-3-2020	24 85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional	<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: Advanced</p>	Policy, Research and Liaison Office	

							<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>Leadership Competencies:</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.</p>	
							<p>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>	

								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	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
17	Development Management Officer IV	OSEC-DOFB-DMO4-2-2020	22 66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	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: Advanced 2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Advanced 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 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	Policy, Research and Liaison Office
								Leadership Competencies: 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	

								<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: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</p> <p>4. Managing Performance and Coaching for Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</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: Basic</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
18	Development Management Officer III	OSEC-DOFB-DMO3-3-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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>	Policy, Research and Liaison Office

								<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: Advanced</p> <p>Leadership Competencies:</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.</p> <p>Level: Basic</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.</p> <p>Level: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.</p> <p>Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.</p> <p>Level: Basic</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>Level: Basic</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
19	Development Management Officer III	OSEC-DOFB-DMO3-4-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	Core Competencies:	Policy, Research and Liaison Office

								<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: Advanced</p> <p>Leadership Competencies:</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: Basic</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: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</p>

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
								<p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</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: Basic</p>	
20	Development Management Officer III	OSEC-DOFB-DMO3-5-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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: Advanced</p> <p>Leadership Competencies:</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.</p>	Policy, Research and Liaison Office

								<p>Level: Basic</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.</p> <p>Level: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.</p> <p>Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.</p> <p>Level: Basic</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>Level: Basic</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
21	Development Management Officer III	OSEC-DOFB-DMO3-7-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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.</p> <p>Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <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>	Policy, Research and Liaison Office

								<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: Advanced</p> <p>Leadership Competencies:</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.</p> <p>Level: Basic</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.</p> <p>Level: Basic</p>	
								<p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.</p> <p>Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.</p> <p>Level: Basic</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>Level: Basic</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
22	Development Management Officer III	OSEC-DOFB-DMO3-10-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	Core Competencies:	Policy, Research and Liaison Office

							<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: Advanced</p> <p>Leadership Competencies:</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: Basic</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: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</p>

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
								<p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</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: Basic</p>	
23	Development Management Officer II	OSEC-DOFB-DMO2-11-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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>	Policy, Research and Liaison Office
24	Development Management Officer II	OSEC-DOFB-DMO2-12-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<p>Core Competencies:</p>	Policy, Research and Liaison Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
							<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>		
25	Development Management Officer II	OSEC-DOFB-DMO2-15-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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>	Policy, Research and Liaison Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
								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	
26	Development Management Officer II	OSEC-DOFB-DMO2-16-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	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. Level: Intermediate 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 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	Policy, Research and Liaison Office
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
27	Development Management Officer II	OSEC-DOFB-DMO2-18-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	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.	Policy, Research and Liaison Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
								Level: Intermediate 2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. Level: Intermediate 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 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	
28	Development Management Officer II	OSEC-DOFB-DMO2-19-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	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. Level: Intermediate 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 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.	Policy, Research and Liaison Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
29	Development Management Officer V	OSEC-DOFB-DMO5-2-2020	24 85,074.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional	<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: 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>Leadership Competencies:</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>	Policy, Research and Liaison Office

								<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.</p>	
								<p>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>	
								Level: Intermediate	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
30	Development Management Officer IV	OSEC-DOFB-DMO4-1-2020	22 66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional	<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: 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>	Policy, Research and Liaison Office

								<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: Advanced</p> <p>Leadership Competencies:</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.</p> <p>Level: Basic</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.</p> <p>Level: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.</p> <p>Level: Basic</p> <p>4. Managing Performance and Coaching for Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.</p> <p>Level: Basic</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>Level: Basic</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
31	Development Management Officer III	OSEC-DOFB-DMO3-6-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	Core Competencies:	Policy, Research and Liaison Office

							<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: Advanced</p> <p>Leadership Competencies:</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: Basic</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: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. Level: Basic</p>

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
								<p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Level: Basic</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: Basic</p>	
32	Development Management Officer III	OSEC-DOFB-DMO3-8-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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>	Policy, Research and Liaison Office
								<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>Leadership Competencies:</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.</p>	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
								<p>Level: Basic</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.</p> <p>Level: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.</p> <p>Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.</p> <p>Level: Basic</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>Level: Basic</p>	
33	Development Management Officer III	OSEC-DOFB-DMO3-9-2020	18 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<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.</p> <p>Level: Intermediate</p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges.</p> <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>	Policy, Research and Liaison Office

								<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: Advanced</p> <p>Leadership Competencies:</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.</p> <p>Level: Basic</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.</p> <p>Level: Basic</p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.</p> <p>Level: Basic</p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.</p> <p>Level: Basic</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>Level: Basic</p>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
34	Development Management Officer II	OSEC-DOFB-DMO2-13-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	Core Competencies:	Policy, Research and Liaison Office

								<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>	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
35	Development Management Officer II	OSEC-DOFB-DMO2-14-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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>	Policy, Research and Liaison Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
								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	
36	Development Management Officer II	OSEC-DOFB-DMO2-17-2020	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	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. Level: Intermediate 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 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	Policy, Research and Liaison Office
37	Administrative Assistant II	OSEC-DOFB-ADAS2-24-2005	8 17,505.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional	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	Central Financial Management Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
								<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>	
38	Administrative Assistant II	OSEC-DOFB-ADAS2-25-2005	8 17,505.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional	<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>	Central Financial Management Office
	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment	

No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Grade	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
39	Computer Programmer II	OSEC-DOFB-COMPRO2-8-2000	15 32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	<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>Technical Competencies:</p> <p>1. ICT Operation Management A. Incident Management - Exemplifies proficiency in ICT Operation Management Level: Intermediate B. User Account Management - Supervise and monitors user accounts, roles and privileges. Level: Intermediate</p> <p>2. Data Management A. Database Administration - Demonstrates knowledge in installation, configuration and operation of different database software. Level: Basic B. Data Warehouse Management - Demonstrates knowledge in data gathering and data consolidation.</p>	Central Management Information Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
40	Internal Auditor III	OSEC-DOFB-IAUD3-7-2012	18 42,159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	<p>C. Backup and Recovery Management - Demonstrates knowledge in backup, testing and recovery of document files. Level: Basic</p> <p>D. Digitization Management - Demonstrates knowledge in document scanning Level: Basic</p> <p>3. Information Security Management - Secures electronic and paper-based information assets to minimize risk of breach Level: Basic</p> <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: Advanced</p> <p>Leadership Competencies:</p>	Internal Audit Service

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

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

3. Leading Change - Generates genuine enthusiasm and momentum for organizational change.

Level: Basic

4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture.

Level: Basic

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: Basic

Organizational Competencies:

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

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

Technical Competencies:

1. Governance, Risk and Control - Contributes to the development of risk-oriented culture within the Department through the creation of audit engagements based on the various risks to be managed and its potential impact; thereby, improving governance, risk management and internal controls within the Department.

Level: Intermediate

2. Internal Audit Management - Provides firm foundation of the delivery of internal audit functions through the use of professional skills to execute audit assignments by upholding ethical standards to achieve audit objectives; thereby, adds value to improve organization's operations.

Level: Intermediate