

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Qualification Standards		Place of Assignment
								Eligibility	Competency (if applicable)	
1	Project Evaluation Officer III	OSEC-DOFB-PEO3-1-1998	18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	<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. <i>Level: Intermediate</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Intermediate</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Intermediate</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Advanced</i></p> <p>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. <i>Level: Basic</i></p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. <i>Level: Basic</i></p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. <i>Level: Basic</i></p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Basic</i></p> <p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented. <i>Level: Basic</i></p> <p>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. <i>Level: Basic</i></p> <p>Technical Competencies:</p> <p>1. Government Corporate Sector Policy Formulation - Formulates policy and/or proposed reforms concerning the government corporate sector such as but not limited to dispositive actions, legislative matters, contingent liabilities and private sector participation and other data requirements. <i>Level: Intermediate</i></p> <p>2. Monitoring, Performance Evaluation and Coordination of the Government Corporate Sector - Monitors, coordinates and evaluates the financial performance of GOCCs/GFIs/SSIs, and reviews the financial plans and programs of GOCCs/GFIs/SSIs and the impact on fiscal programming. <i>Level: Intermediate</i></p>	Corporate Operations Office
2	Information Technology Officer II	OSEC-DOFB-ITO2-2-2000	22	69963	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility	<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. <i>Level: Advanced</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Advanced</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Advanced</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Advanced</i></p> <p>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. <i>Level: Basic</i></p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. <i>Level: Basic</i></p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. <i>Level: Basic</i></p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Basic</i></p> <p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented. <i>Level: Basic</i></p> <p>Technical Competencies:</p> <p>1. Information Security Management - Secures electronic and paper-based information assets to minimize risk of breach. <i>Level: Advanced</i></p> <p>2. ICT Infrastructure Management - Demonstrates expertise on the operation and management of Data Center, Network, Server and Preventive Maintenance. <i>Level: Advanced</i></p> <p>3. ICT Operation Management - Demonstrates knowledge on the operation and management of Information and Communication Technology (ICT) resource and service, safety, responsibility and ethically on a day to day function. <i>Level: Advanced</i></p> <p>4. Backup and Recovery Management - Reviews performance and monitors compliance on Backup and Recovery Management. <i>Level: Advanced</i></p>	Central Management Information Office

3	Administrative Officer V	OSEC-DOFB-ADOF5-12-2005	18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	<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. <i>Level: Intermediate</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Intermediate</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Intermediate</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Advanced</i></p> <p>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. <i>Level: Basic</i></p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. <i>Level: Basic</i></p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. <i>Level: Basic</i></p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Basic</i></p> <p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented. <i>Level: Basic</i></p> <p>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. <i>Level: Intermediate</i></p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements. <i>Level: Advanced</i></p> <p>3. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards. <i>Level: Advanced</i></p> <p>4. Policy Formulation and Review - Prepares the DOF official position on the proposed various policy bills aligned with existing economic policies and laws. <i>Level: Advanced</i></p> <p>Technical Competencies:</p> <p>1. Asset Management - Determines the basic infrastructure facilities that it has to provide for its personnel, it is through the General Service Division (GSD) that these facilities are properly maintained for purposes of delivering the required agency services. <i>Level: Advanced</i></p>	Central Administration Office
4	Statistician III	OSEC-DOFB-STAT3-1-1998	18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	<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. <i>Level: Intermediate</i></p> <p>2. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Intermediate</i></p> <p>3. Commitment to Service Excellence - Provides efficient, effective and excellent service to all clients and stakeholders of the Department of Finance by adhering to public service excellence. <i>Level: Intermediate</i></p> <p>4. Effective Communication - Conveys ideas through the use of speech and the written words in a clear, concise, and coherent manner to communicate organizational information or to support business development activities. <i>Level: Advanced</i></p> <p>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. <i>Level: Basic</i></p> <p>2. Thinking Strategically and Creatively - "Sees the big picture", thinks multi-dimensionally, crafts innovative solutions, identifies connections between situations or things that are not obviously related, and comes up with new ideas and different ways to enhance organizational effectiveness and responsiveness. <i>Level: Basic</i></p> <p>3. Leading Change - Generates genuine enthusiasm and momentum for organizational change. <i>Level: Basic</i></p> <p>4. Managing Performance and Coaching For Results - Creates an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Basic</i></p> <p>5. Creating and Nurturing a High-Performing Organization - Creates a high performing organizational culture that is purpose-driven, result-based, client-focused and team-oriented. <i>Level: Basic</i></p>	Fiscal Policy and Planning Office

									<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. <i>Level: Intermediate</i></p> <p>2. Problem Solving and Decision Making - Recognizes and analyzes problems and/or a difficult situations and develops appropriate and results-oriented courses of actions in alignment with legal constituents and requirements. <i>Level: Intermediate</i></p> <p>3. Documents and Records Management - Receives dispatches, maintains and disposes of documents and record from internal and external customers through adherence to statutory requirements and committed service standards. <i>Level: Intermediate</i></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. <i>Level: Intermediate</i></p> <p>2. Fiscal Policy Formulation and Review - Formulates policy proposals and recommendations on a wide-range of economic and sectoral areas with fiscal implications, in coordination with concerned bureaus and offices of the Department. <i>Level: Intermediate</i></p>
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 9, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

 Maria Carmela P. Romerosa

 Chief Administrative Officer, HRMDD

 Department of Finance, Roxas Blvd.

 Cor. Pablo Ocampo Sr. St., Manila

careers@finance.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.