

Republic of the Philippines
DEPARTMENT OF FINANCE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF FINANCE in the CSC website:

MARIA CARMELA P. ROMEROSA

Chief Administrative Officer, Human Resource Management and Development Division

Date:

February 1, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Accountant IV	OSEC-DOFB-A4-1-1998	22	71511	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080	<p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence. <i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities. <i>Level: Intermediate</i></p> <p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities. <i>Level: Intermediate</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Intermediate</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards. <i>Level: Intermediate</i></p> <p>Leadership Competencies:</p> <p>1. Building Collaborative, Inclusive Working Relationships - The ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.</p>	Central Financial Management Office

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									<p><i>Level: Intermediate</i></p> <p>2. Creating And Nurturing A High Performing Organization - The ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented. <i>Level: Intermediate</i></p> <p>3. Leading Change - The ability to generate genuine enthusiasms and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change. <i>Level: Intermediate</i></p> <p>4. Managing Performance And Coaching For Results - The ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement. <i>Level: Intermediate</i></p> <p>5. Thinking Strategically And Creatively - The ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.</p> <p>Technical Competencies:</p> <p>1. Data Analytics - The ability to analyze data so that an informative next step can be planned and taken to improve the implementation of function/s, tasks and/or policies in the organization. <i>Level: Intermediate</i></p> <p>2. Financial Accounting Management - The ability to process, journalize, reconcile and prepare financial transactions thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner. <i>Level: Advanced</i></p> <p>3. Financial Budget Management - The ability to formulate budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p> <p><i>Level: Intermediate</i></p> <p>4. Technical Writing - The ability to construct and convey 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>	

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2	Accountant III	OSEC-DOFB-A3-1-1998	19	51357	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	<p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence. <i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities. <i>Level: Intermediate</i></p> <p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities. <i>Level: Intermediate</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Intermediate</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards. <i>Level: Intermediate</i></p> <p>Leadership Competencies:</p> <p>1. Building Collaborative, Inclusive Working Relationships - The ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders. <i>Level: Basic</i></p> <p>2. Creating And Nurturing A High Performing Organization - The ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented. <i>Level: Basic</i></p> <p>3. Leading Change - The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change. <i>Level: Basic</i></p>	Central Financial Management Office

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					Education	Training	Experience	Eligibility		Competency (if applicable)
								<p>4. Managing Performance And Coaching For Results - The ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement.</p> <p><i>Level: Basic</i></p> <p>5. Thinking Strategically And Creatively - The ability to “see the big picture”, think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.</p> <p><i>Level: Basic</i></p> <p>Technical Competencies:</p> <p>1. Data Analytics - The ability to analyze data so that an informative next step can be planned and taken to improve the implementation of function/s, tasks and/or policies in the organization.</p> <p><i>Level: Intermediate</i></p> <p>2. Financial Accounting Management - The ability to process, journalize, reconcile and prepare financial transactions thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p> <p><i>Level: Intermediate</i></p> <p>3. Financial Budget Management - The ability to formulate budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p> <p><i>Level: Intermediate</i></p> <p>4. Technical Writing - The ability to construct and convey clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Intermediate</i></p>		
3	Accountant I	OSEC-DOFB-A1-3-1998	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	<p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence.</p> <p><i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities.</p> <p><i>Level: Intermediate</i></p>	Central Financial Management Office

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								<p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities.</p> <p><i>Level: Intermediate</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF.</p> <p><i>Level: Intermediate</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards.</p> <p><i>Level: Intermediate</i></p> <p>Technical Competencies:</p> <p>1. Data Analytics - The ability to analyze data so that an informative next step can be planned and taken to improve the implementation of function/s, tasks and/or policies in the organization.</p> <p><i>Level: Basic</i></p> <p>2. Financial Accounting Management - The ability to process, journalize, reconcile and prepare financial transactions thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p> <p><i>Level: Basic</i></p> <p>3. Financial Budget Management - The ability to formulate budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p> <p><i>Level: Basic</i></p> <p>4. Technical Writing - The ability to construct and convey clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Basic</i></p>	
4	Administrative Officer IV (Management and Audit Analyst II)	OSEC-DOFB-ADOF4-28-2005	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	<p>Career Service Professional/Second Level Eligibility</p> <p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence.</p> <p><i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities.</p> <p><i>Level: Intermediate</i></p>	Central Financial Management Office

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								<p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities.</p> <p><i>Level: Intermediate</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF.</p> <p><i>Level: Intermediate</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards.</p> <p><i>Level: Intermediate</i></p> <p>Technical Competencies:</p> <p>1. Technical Writing - The ability to construct and convey clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Intermediate</i></p> <p>2. Secretariat Support - The ability to provide technical staff support and administrative requirements during meetings and activities which cover agenda setting, preparation of meeting materials, minutes, documentation and monitoring of discussion flow and agreements.</p> <p><i>Level: Intermediate</i></p> <p>3. Performance Management - The ability to collect, analyze, review and report performance data and establish scientific basis for performance targets and measures.</p> <p><i>Level: Basic</i></p> <p>4. Management System Improvement - The ability to formulate internal guidelines and policies on the existing procedures and processes in DOF in coordination with concerned offices/units and in compliance with existing rules, laws and regulations.</p> <p><i>Level: Intermediate</i></p> <p>5. Data Analytics - The ability to analyze data so that an informative next step can be planned and taken to improve the implementation of function/s, tasks and/or policies in the organization.</p> <p><i>Level: Intermediate</i></p>		
5	Administrative Officer II (Management and Audit Analyst I)	OSEC-DOFB-ADOF2-27-2005	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	<p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence.</p>	Central Financial Management Office

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								<p><i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities.</p> <p><i>Level: Intermediate</i></p> <p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities.</p> <p><i>Level: Intermediate</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF.</p> <p><i>Level: Intermediate</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards.</p> <p><i>Level: Intermediate</i></p> <p>Technical Competencies:</p> <p>1. Technical Writing - The ability to construct and convey clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Intermediate</i></p> <p>2. Secretariat Support - The ability to provide technical staff support and administrative requirements during meetings and activities which cover agenda setting, preparation of meeting materials, minutes, documentation and monitoring of discussion flow and agreements.</p> <p><i>Level: Basic</i></p> <p>3. Performance Management - The ability to collect, analyze, review and report performance data and establish scientific basis for performance targets and measures.</p> <p><i>Level: Basic</i></p> <p>4. Management System Improvement - The ability to formulate internal guidelines and policies on the existing procedures and processes in DOF in coordination with concerned offices/units and in compliance with existing rules, laws and regulations.</p> <p><i>Level: Intermediate</i></p>	

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									5. Data Analytics - The ability to analyze data so that an informative next step can be planned and taken to improve the implementation of function/s, tasks and/or policies in the organization. <i>Level: Basic</i>	
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOFB-ADAS3-31-2005	9	21211	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional Eligibility/ First Level Eligibility	<p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence. <i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities. <i>Level: Basic</i></p> <p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities. <i>Level: Basic</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Basic</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards. <i>Level: Basic</i></p> <p>Technical Competencies:</p> <p>1. Technical Writing - The ability to construct and convey clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject. <i>Level: Basic</i></p> <p>2. Financial Budget Management - The ability to formulate budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner. <i>Level: Basic</i></p>	Central Financial Management Office

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7	Administrative Assistant II (Bookkeeper)	OSEC-DOFB-ADAS2-23-2005	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	<p>Career Service Sub-professional Eligibility/ First Level Eligibility</p> <p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence. <i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities. <i>Level: Basic</i></p> <p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities. <i>Level: Basic</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Basic</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards. <i>Level: Basic</i></p> <p>Technical Competencies:</p> <p>1. Technical Writing - The ability to construct and convey clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject. <i>Level: Basic</i></p> <p>2. Financial Budget Management - The ability to formulate budget proposal intended to fund the various plans, activities and programs of the organization in order to meet desired results and objectives thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p>	Central Financial Management Office

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									<p><i>Level: Basic</i></p> <p>3. Financial Accounting Management - The ability to process, journalize, reconcile and prepare financial transactions thru the application of financial systems and standards, adherence to statutory requirements with the end result of providing accurate financial information and reports in a timely manner.</p> <p><i>Level: Basic</i></p> <p>4. Data Analytics - The ability to analyze data so that an informative next step can be planned and taken to improve the implementation of function/s, tasks and/or policies in the organization.</p> <p><i>Level: Basic</i></p>	
8	Administrative Assistant II (Management and Audit Assistant)	OSEC-DOFB-ADAS2-24-2005	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional Eligibility/ First Level Eligibility	<p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence.</p> <p><i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities.</p> <p><i>Level: Basic</i></p> <p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities.</p> <p><i>Level: Basic</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF.</p> <p><i>Level: Basic</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards.</p> <p><i>Level: Basic</i></p> <p>Technical Competencies:</p> <p>1. Technical Writing - The ability to construct and convey clear, concise and well-researched information in the form of memo, reports, among others, that will help audience (internal and external) understand the subject.</p> <p><i>Level: Basic</i></p>	Central Financial Management Office

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								<p>2. Secretariat Support - The ability to provide technical staff support and administrative requirements during meetings and activities which cover agenda setting, preparation of meeting materials, minutes, documentation and monitoring of discussion flow and agreements. <i>Level: Basic</i></p> <p>3. Management System Improvement - The ability to formulate internal guidelines and policies on the existing procedures and processes in DOF in coordination with concerned offices/units and in compliance with existing rules, laws and regulations. <i>Level: Basic</i></p> <p>4. Data Analytics - The ability to analyze data so that an informative next step can be planned and taken to improve the implementation of function/s, tasks and/or policies in the organization. <i>Level: Basic</i></p>	
9	Administrative Assistant II (Management and Audit Assistant)	OSEC-DOFB-ADAS2-25-2005	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	<p>Career Service Sub-professional Eligibility/ First Level Eligibility</p> <p>Core Competencies:</p> <p>1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence. <i>Level: Intermediate</i></p> <p>2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities. <i>Level: Basic</i></p> <p>3. Effective Written Communication - The ability to convey ideas through the use of written words and following the rules of grammar and protocols of communication to relay organization material and support business development activities. <i>Level: Basic</i></p> <p>4. Exemplifying Integrity - The ability to adhere and uphold the highest ethical standards of public service delivery, and being anchored on the Vision, Mission, Mandate and Core Values (DOF CREDO), policies, procedures and guidelines of the DOF. <i>Level: Basic</i></p> <p>5. Problem Solving and Decision Making - The ability to resolve or address situations and arrive at decisions by applying appropriate and results-oriented courses of actions in alignment with prevailing standards.</p>	Central Financial Management Office

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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 February 11, 2024.

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.