

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 28, 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	Information Officer III	OSEC-DOFB-INFO3-6-2021	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	Core Competencies: 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> 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: Advanced</i> 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: Advanced</i> 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> 5. Change Adaptation - Adjusts to work environment by readily responding to organizational and technological challenges. <i>Level: Intermediate</i> Leadership Competencies: 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. <i>Level: Basic</i> 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.	Information Management Service

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									<i>Level: Basic</i> 3. Leading Change - The ability to generate genuine enthusiasm and momentum for organizational change. <i>Level: Basic</i> 4. Managing Performance And Coaching For Results - The ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Basic</i> 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. <i>Level: Basic</i>	
2	Information Officer IV	OSEC-DOFB-INFO4-4-2021	22	71511	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility	Core Competencies: 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: Advanced</i> 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: Advanced</i> 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: Advanced</i> 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: Advanced</i> 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: Advanced</i> Leadership Competencies: 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. <i>Level: Intermediate</i> 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>	Information Management Service

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									3. Leading Change - The ability to generate genuine enthusiasm and momentum for organizational change. <i>Level: Intermediate</i> 4. Managing Performance And Coaching For Results - The ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. <i>Level: Intermediate</i> 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. <i>Level: Intermediate</i>	

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 March 9, 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.