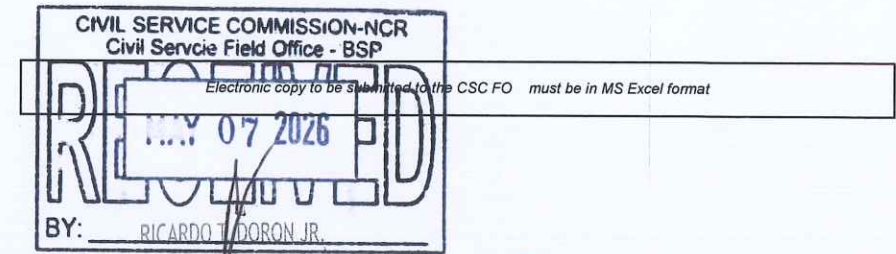


Republic of the Philippines
DEPARTMENT OF FINANCE
 Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

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

HR Specialist I

MARIA CARMELA P. ROMEROSA

Chief Administrative Officer, Human Resource Management and Development Division

Date: May 7, 2026

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Chief Financial Management Specialist	OSEC-DOFB-CFMS-2-1998	24	102603	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	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> <p><i>Level: Advanced</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: Advanced</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: Advanced</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: Advanced</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: Advanced</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.</p> <p><i>Level: Intermediate</i></p>	Corporate Operations Office

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/ Area of Specialization/ Residency Requirement (if applicable)	
									<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 enthusiasm and momentum for organizational 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. <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. <i>Level: Intermediate</i></p>	
2	Chief Administrative Officer	OSEC-DOFB-CADOF-13-2005	24	102603	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	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. <i>Level: Advanced</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: Advanced</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: Advanced</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: Advanced</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: Advanced</i></p>	Corporate Operations Office

CIVIL SERVICE COMMISSION-NCR
 Civil Service Field Office - BSP
RECEIVED
 MAY 07 2026
 BY: RICARDO T. DURON JR.
 HR Specialist

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 / Area of Specialization/ Residency Requirement (if applicable)	
									<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. <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 enthusiasm and momentum for organizational 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. <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. <i>Level: Intermediate</i></p>	
3	Financial Analyst III	OSEC-DOFB-FINA3-5-2006	18	53818	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. 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>	Corporate Operations Office

CIVIL SERVICE COMMISSION-NCR
 Civil Service Field Office - BSP
RECEIVED
 MAY 07 2026
 BY: RICARDO T. TORON JR.
HR Specialist

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/ Area of Specialization/ Residency Requirement (if applicable)	
									<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: Advanced</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. <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. <i>Level: Basic</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. <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. <i>Level: Basic</i></p> <p>Technical Competencies:</p> <p>1. Monitoring, Evaluation And Coordination of The Government Corporate Sector - The ability to monitor, coordinate and evaluate the financial performance, as well as review the financial plans and programs, of GOCCs/GFIs/SSIs and the impact on fiscal programming. <i>Level: Intermediate</i></p> <p>2. Government Corporate Sector Policy Formulation - The ability to formulate 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>	
4	Financial Analyst III	OSEC-DOFB-FINA3-3-2006	18	53818	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. 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>	Corporate Operations Office



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 / Area of Specialization/ Residency Requirement (if applicable)	
									<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>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.</p> <p><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.</p> <p><i>Level: Basic</i></p> <p>3. Leading Change - The ability to generate genuine enthusiasm and momentum for organizational change.</p> <p><i>Level: Basic</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.</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>	

CIVIL SERVICE COMMISSION-NCR
Civil Service Field Office - BSP

RECEIVED

MAY 07 2026

BY: RICARDO L. DORON JR.
HR Specialist I

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 / Area of Specialization/ Residency Requirement (if applicable)	
5	Administrative Officer V	OSEC-DOFB- ADOF5-33- 2005	18	53818	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. 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> <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>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.</p> <p><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.</p> <p><i>Level: Basic</i></p> <p>3. Leading Change - The ability to generate genuine enthusiasm and momentum for organizational change.</p> <p><i>Level: Basic</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.</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>	Corporate Operations Office



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 / Area of Specialization/ Residency Requirement (if applicable)	
6	Financial Analyst II	OSEC-DOFB-FINA2-10-2006	15	42178	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	<i>Level: Basic</i> 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: Intermediate</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: Intermediate</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. 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>	Corporate Operations Office

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than May 17, 2026.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:

Maria Carmela P. Romerosa
 Chief Administrative Officer, HRMDD
 Department of Finance, Roxas Blvd.
 Cor. Pablo Ocampo Sr. St., Manila
 careers@dof.gov.ph/ 5317-6363 loc. 2115

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

