

Electronic copy to be submitted to the CSC. Form must be in MS Excel

Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Request for Publication of Vacant Positions

**GRACE B. RIVERA**  
Human Resource Specialist I  
17 MAR 2025

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 BUDGET AND MANAGEMENT in the CSC website:

*Ruzgal*  
REZ C. RUZGAL  
HRMO

Date: 3/17/2025

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	Project Development Officer V	Contractual	24	98185	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	None required	Core (Integrity, Patriotism Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI); Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management); Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability) Functional (Formulating and Integrating Development Plans, Project Monitoring and Evaluation, Facilitation Skills, Development Planning, Partnering with Other Government Agencies)	Philippine Open Government Partnership Project Management Office- Strategic Partnerships Division

2	Project Development Officer V	Contractual	24	98185	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	None required	Core (Integrity, Patriotism Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI); Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management); Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability) Functional (Formulating and Integrating Development Plans, Project Monitoring and Evaluation, Facilitation Skills, Development Planning, Partnering with Other Government Agencies)	Philippine Open Government Partnership Project Management Office-Reforms and Innovations Division
3	Administrative Aide IV (Administrative Services Aide)	Contractual	4	16833	Elementary School Graduate	None required	None required	None required	Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management); Functional (Achievement Orientation)	Administrative Service-Cash Division
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-12-2024	9	23226	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI); Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management); Functional ((Preparation and Interpretation of Financial Statements and Reports, Continuous Regulatory Compliance, Records Management)	Finance Service-Accounting Division

5	Administrative Assistant II (Budgeting Assistant)	OSEC-DBMB-ADAS2-9-2024	8	21448	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Preparation and Interpretation of Financial Statements and Reports, Risk Assessment and Management, Continuous Regulatory Compliance)	Finance Service-Budget Division
6	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-53-2024	19	56390	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau
7	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-54-2024	19	56390	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau

8	Computer Programmer II	OSEC-DBMB-COMPRO2-20-2000	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, GEDSI); Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management); Functional (Principles of IT, User and Customer Support, Database Management, Systems Development and Management, Maintaining PFM Understanding)	Information and Communications Technology Systems Service-Application Development, Maintenance and Support Division
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Interested and qualified applicants should signify their interest in writing. Applicants are advised to send their application with the following documentary requirements to the address below not later than the closing date or not later than March 28, 2025.

1. Signed **APPLICATION LETTER**, indicating/specifying the title of the position applied for, salary grade, plantilla item number, and the name of bureau/service/office where the vacancy is, and addressed to:

**AMENAH F. PANGANDAMAN**  
Secretary  
Department of Budget and Management  
2nd Floor, Boncodin Hall  
General Solano Street, San Miguel, Manila

**Applicants may apply for a maximum of three (3) positions within the same posting period. However, they may be referred to offices other than their indicated preferences, based on organizational needs and the evaluation of their qualifications.**

**WHEN DECIDING WHERE TO APPLY, applicants are advised to read the Functional Statements of the DBM bureaus, services, and offices. This information is available on the DBM website under the "ABOUT THE DBM" tab, specifically in the "Functional Statements" sub-tab, and can be accessed directly at <https://www.dbm.gov.ph/index.php/functional-statements>.**

2. Duly accomplished **PERSONAL DATA SHEET** (CS Form No. 212, Revised 2017) with recent ID picture taken within three (3) months prior to submission of application and subscribed and sworn to before an authorized administering officer (refer to Guide to Filling Out the Personal Data Sheet and attached CSC Form No. 212, Revised 2017). **The date of accomplishment and notarization must be within the application period.**

*Any inaccurate information affecting the applicant's qualification for the position being applied for (e.g., completion of Part III - Educational Background, Part IV - Civil Service Eligibility), Part V - Work Experience, and Part VII - Learning and Development (L&D) Interventions/Training Programs Attended), or the absence of substantial entries such as the applicant's signature on each page and the signature of the authorized person administering the oath on page 4, which do not comply with CSC Memorandum Circular No. 11, s. 2017, shall be grounds for exclusion from the recruitment process.*

3. Signed **WORK EXPERIENCE SHEET** (as an attachment to CS Form No. 212, Revised 2017). *The date on the Work Experience Sheet should be the same as that on the Personal Data Sheet.*

For internal applicants, the following application documents, if not previously submitted to the Administrative Service-Human Resource Management Division, must also be submitted together with the documents listed in items 1 to 3:

4. Photocopy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**;

5. Photocopy of **CERTIFICATE/S OF TRAINING/SEMINARS** attended;

6. Photocopy of **CERTIFICATE OF EMPLOYMENT** with actual duties and responsibilities;

For internal applicants, a certificate from a previous employer/government agency is required.

7. Photocopy of **REPORT OF RATING/LICENSE/CERTIFICATE OF ADMISSION TO THE BAR/CERTIFICATE OF ELIGIBILITY/ELIGIBILITY CARD** or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's Licensure Examination and Registration Information System, or Supreme Court of the Philippines Lawyer's List;

8. Photocopy of **CERTIFICATION** issued by Commission on Higher Education that a one-year diploma post-graduate course acquired from foreign or local institution is equivalent to a master's degree or a degree obtained from foreign schools is equivalent to a bachelor's or master's degree, if applicable; and

9. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT** or its equivalent for the last rating period (if applicable).

**Applicants are also required to complete the DBM Online Recruitment Form at:**

**<https://tinyurl.com/DBM-Rolling-Recruitment-Form>**

**It is reiterated that hard copies of the application documents should be submitted to the address provided above.**

**Only applicants who submit the required documents, complete the DBM Online Recruitment Form, and meet ALL the required qualification standards will be contacted.**

For important notices/instructions to applicants and vacant positions, kindly visit the "**CAREERS**" tab on the DBM website at <https://www.dbm.gov.ph/index.php/careers>.

If clicking on the link does not work, kindly copy-paste the link into the browser address bar.

Original hard copies of the documents attached to the Online Recruitment Form must also be submitted to the Human Resource Management Division, Administrative Service, Department of Budget and Management, Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila.

Due to the large volume of applications we receive, only those who submitted the complete required documents, accomplished the DBM Online Recruitment Form, and met ALL the required qualification standards will be contacted.

Applications received beyond deadline will not be acted upon.

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

REZ C. RUZGAL

Chief Administrative Officer, Human Resource  
Management Division, Administrative Service

G/F DBM Building III, General Solano St., San  
Miguel, Manila

[careers@dbm.gov.ph](mailto:careers@dbm.gov.ph)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

The Department of Budget and Management advocates the Equal Employment Opportunity Principle (EEOP). We highly encourage and welcome all interested and qualified individuals to apply regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.