



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF VACANT POSITION

The **Department of Budget and Management (DBM)** is pleased to announce that it is accepting applications to the vacant contractual **Director IV, SG-28** position¹ in the **DBM Philippine Open Government Partnership (PH-OGP) Project Management Office (PMO)**, with the following qualification standards:

- Bachelor's degree
- Three (3) years of supervisory experience

Interested applicants should file their applications together with the following documents to the Human Resource Management Division, Administrative Service, Department of Budget and Management, Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila, not later than **May 15, 2024 (Wednesday)**:

1. Application letter, indicating the position applied for and 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

2. Duly accomplished and updated Personal Data Sheet (PDS)² (CS Form No. 212, Revised 2017) with Work Experience Sheet, thumbmark, signature, and recent passport-sized photo;
3. Updated Curriculum Vitae, including outstanding accomplishments,³ detailed duties and responsibilities, special assignments or projects;
4. Photocopy of diploma and transcript of records;
5. Photocopy of certificate of employment with actual duties and responsibilities;

¹ The appointment shall be **coterminous with the appointing authority**.

² Notarized PDS for external applicants; signed by an authorized personnel to administer oath for internal applicants.

³ Include all activities, projects, committees, councils, technical working groups, task force, professional groups, and the like where you were involved with either as a team leader, chairperson, author, resource person, facilitator, or member.

6. Photocopy of certificates of technical and management training taken within the last five years;
7. Photocopy of certificate of eligibility/rating/license; and
8. Original copy of NBI Clearance secured within the last two months.

RAMON VICENTE B. ASUNCION

Acting Assistant Secretary, Internal Management Group and
Concurrent Director, Administrative Service

April 26, 2024

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