

Republic of the Philippines
Department of Budget and Management

Bulletin of Vacant Positions
13 April 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	ADOF4-16-2004	15	₱348,120.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Administrative Service - Human Resource Management Division
2	Chief Administrative Officer	CADOF-32-2004	24	₱879,588.00	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service (Professional)/ Second Level Eligibility		Administrative Service - General Services Division
3	Administrative Assistant V	ADAS5-23-2004	11	₱242,148.00	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility		Administrative Service - Procurement Management Division
4	Legal Assistant II	LEA2-22-2015	12	₱265,788.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service (Professional)/ Second Level Eligibility		Legal Service
5	Planning Officer IV	PLO4-8-2009	22	₱704,604.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Corporate Planning and Management Service - Planning Division

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6	Chief Budget and Management Specialist	CBMS-97-2000	24	₱879,588.00	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service (Professional)/ Second Level Eligibility		Systems and Productivity Improvement Bureau
7	Chief Budget and Management Specialist	CBMS-67-2000	24	₱879,588.00	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-B
8	Budget and Management Analyst	BMAN-11-2009	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-B
9	Supervising Budget and Management Specialist	SVBMS-10-2009	22	₱704,604.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Local Government and Regional Coordination Bureau
10	Budget and Management Analyst	BMAN-18-2012	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Local Government and Regional Coordination Bureau
11	Administrative Officer III	ADOF3-17-2015	14	₱317,928.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM Cordillera Administrative Region

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12	Administrative Officer III	ADOF3-18-2015	14	₱317,928.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM Cordillera Administrative Region
13	Chief Budget and Management Specialist	CBMS-33-2000	24	₱879,588.00	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office IX
14	Supervising Budget and Management Specialist	SVBMS-11-2011	22	₱704,604.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office IX

Interested applicants may submit the following documents personally or through mail or courier to the address below or e-mail at hrmd@dbm.gov.ph, in the case of Central Office, or to the concerned Regional Director, in the case of Regional Offices, on or before **30 APR 2018**

1. Application letter (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is)
2. Properly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with attached Work Experience Sheet
3. Curriculum vitae
4. Photocopy of transcript of records
5. Photocopy of diploma and/or certificate of graduation
6. Photocopy of authenticated copy of certificate of eligibility/bar or board rating/license
7. Photocopy of certificate of employment with actual duties and responsibilities (if applicable)
8. Photocopy of certificate of training/seminars attended
9. Photocopy of performance rating for the last two (2) rating periods (if applicable)

**Original documents must be on hand and ready once requested.*

Send to:

Director RYAN S. LITA
Administrative Service
Department of Budget and Management
G/F DBM Building III, General Solano St., San Miguel, Manila

NOTE: Applicants must submit one (1) set of documents for every position being applied for. Applicants with incomplete submissions will not be processed. Further, only applicants who are shortlisted will be contacted. For inquiries, you may contact the Human Resource Management Division, Administrative Service at 735-4807 or 657-3300 local 3109.