

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

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:

REZ C. RUZGAL  
HRMO

Date: 10/13/2021

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	Internal Auditor IV	IAUD4-1-2014	22	68415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Internal Audit Service- Operations Audit Division
2	Accountant IV	A4-56-2000	22	68415	Bachelor's degree in Commerce/ Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 (CPA)		Finance Service- Accounting Division
3	Attorney IV	ATY4-1-2003	23	76907	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Attorney)		Legal Service
4	Attorney IV	ATY4-21-2015	23	76907	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Attorney)		Legal Service
5	Attorney IV	ATY4-21-2000	23	76907	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Attorney)		Legal Service

6	Supervising Budget and Management Specialist	SVBMS-53-2000	22	68415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Fiscal Planning and Reforms Bureau
7	Supervising Budget and Management Specialist	SVBMS-10-2009	22	68415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Local Government and Regional Coordination Bureau
8	Chief Budget and Management Specialist	CBMS-3-2010	24	86742	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		DBM Regional Office I
9	Supervising Budget and Management Specialist	SVBMS-91-2000	22	68415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office IV-B
10	Chief Administrative Officer	CADOF-3-2015	24	86742	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		DBM Regional Office VIII

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 October 28, 2021.

1. Application letter (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (For applicants external to DBM, PDS should be subscribed and sworn to before a Notary Public);
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;
8. Photocopy of certificate of trainings/seminars attended; and
9. Photocopy of performance rating in the last rating period (if applicable)

**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)

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