

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

MANUEL DV. CASTILLO JR.  
Senior Human Resource Specialist

18 NOV 2024

CSC – FO Office of the President

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. PUZCAL  
HRMC

Date: 11/18/2024

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	Administrative Officer V	OSEC-DBMB- ADOF5-4-2024	18	49015	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Responsible for leading the Evaluation and Employee Development Monitoring Section in evaluating the effectiveness of training programs and monitoring the ongoing development of employees; ensures that the learning initiatives align with organizational goals and foster employee growth and engagement; coordinates with various stakeholders, analyzes data on training outcomes, and provides actionable insights to enhance future learning and development activities	Administrative Service - Human Resource Development Division
2	Administrative Officer IV	OSEC-DBMB- ADOF4-1-2024	15	38413	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 (Continuous Regulatory Compliance, Confidentiality, Data Analytics, Database Management, Technical Writing)	Administrative Service - Human Resource Management Division

3	Administrative Officer III	OSEC-DBMB-ADOF3-9-2024	14	35434	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 (Records Management, Confidentiality, Interpersonal Skills, Continuous Regulatory Compliance)	Administrative Service - Central Records Division
4	Administrative Assistant III (Printing Machine Operator III)	OSEC-DBMB-ADAS3-11-2024	9	22219	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC 11, s. 96 - Cat. II)	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 (Records Management, Confidentiality, Interpersonal Skills, Continuous Regulatory Compliance)	Administrative Service - Central Records Division
5	Administrative Officer V	OSEC-DBMB-ADOF5-5-2024	18	49015	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 (Organizational and Procurement Planning, Market Analysis and Category Management, Operating within Government Procurement System, Supplier and Contract Management, Records Management, Confidentiality, Continuous Regulatory Compliance)	Administrative Service - Procurement Management Division

6	Administrative Officer IV	OSEC-DBMB-ADOF4-3-2024	15	38413	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)	Administrative Service - General Services Division
7	Administrative Officer II	OSEC-DBMB-ADOF2-14-2024	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	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, Accounting for Appropriations, Allotment, Obligations, Revenues and Expenditures, Continuous Regulatory Compliance)	Finance Service-Accounting Division
8	Administrative Officer II	OSEC-DBMB-ADOF2-15-2024	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	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, Accounting for Appropriations, Allotment, Obligations, Revenues and Expenditures, Continuous Regulatory Compliance)	Finance Service-Accounting Division

9	Administrative Officer II	OSEC-DBMB-ADO2-16-2024	11	28512	Bachelor's degree relevant to the job	None required	None required	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, Preparation and Interpretation of Financial Statements and Reports, Risk Assessment and Management, Accounting for Appropriations, Allotment, Obligations, Revenues and Expenditures, Continuous Regulatory Compliance)	Finance Service-Budget Division
10	Budget and Management Specialist I	OSEC-DBMB-BMS1-19-2021	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Technical Writing, Presentation Skills, Political Savvy, Risk Analysis, Influencing and Building Relationships)	Budget Information Legislative Service
11	Budget and Management Specialist I	OSEC-DBMB-BMS1-3-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Technical Writing, Presentation Skills, Political Savvy, Risk Analysis, Influencing and Building Relationships)	Budget Information Legislative Service

12	Budget and Management Specialist I	OSEC-DBMB-BMS1-44-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Policy Formulation, Organizational Acumen, Process Management, Development Planning, Fostering Innovation)	Systems and Productivity Improvement Bureau
13	Budget and Management Specialist I	OSEC-DBMB-BMS1-45-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Policy Formulation, Organizational Acumen, Process Management, Development Planning, Fostering Innovation)	Systems and Productivity Improvement Bureau
14	Budget and Management Specialist I	OSEC-DBMB-BMS1-46-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Policy Formulation, Organizational Acumen, Process Management, Development Planning, Fostering Innovation)	Systems and Productivity Improvement Bureau

15	Budget and Management Specialist I	OSEC-DBMB-BMS1-91-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Policy Formulation, Organizational Acumen, Human Resource Framework)	Organization, Position Classification and Compensation Bureau
16	Budget and Management Specialist I	OSEC-DBMB-BMS1-92-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Policy Formulation, Organizational Acumen, Human Resource Framework)	Organization, Position Classification and Compensation Bureau
17	Budget and Management Specialist I	OSEC-DBMB-BMS1-93-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Policy Formulation, Organizational Acumen, Human Resource Framework)	Organization, Position Classification and Compensation Bureau

18	Budget and Management Specialist I	OSEC-DBMB-BMS1-94-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Policy Formulation, Organizational Acumen, Human Resource Framework)	Organization, Position Classification and Compensation Bureau
19	Budget and Management Specialist I	OSEC-DBMB-BMS1-321-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Formulating and Integrating Development Plan, Policy Formulation, Political Savvy, Strategic Alignment )	Budget and Management Bureau - A
20	Budget and Management Specialist I	OSEC-DBMB-BMS1-168-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - C

21	Budget and Management Specialist I	OSEC-DBMB-BMS1-169-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - C
22	Budget and Management Specialist I	OSEC-DBMB-BMS1-72-2000	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - D
23	Budget and Management Specialist I	OSEC-DBMB-BMS1-76-2000	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - D



24	Budget and Management Specialist II	OSEC-DBMB-BMS2-63-2024	16	41616	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - E
25	Budget and Management Specialist II	OSEC-DBMB-BMS2-64-2024	16	41616	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - E
26	Budget and Management Specialist II	OSEC-DBMB-BMS2-65-2024	16	41616	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - E

27	Budget and Management Specialist II	OSEC-DBMB-BMS2-66-2024	16	41616	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - E
28	Budget and Management Specialist I	OSEC-DBMB-BMS1-322-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - E
29	Budget and Management Specialist I	OSEC-DBMB-BMS1-278-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - F

30	Budget and Management Specialist I	OSEC-DBMB-BMS1-283-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau - F
31	Budget and Management Specialist I	OSEC-DBMB-BMS1-245-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing), Strategic Alignment	Budget Technical Bureau
32	Budget and Management Specialist I	OSEC-DBMB-BMS1-246-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing), Strategic Alignment	Budget Technical Bureau

33	Budget and Management Specialist I	OSEC-DBMB-BMS1-247-2024	13	32870	Bachelor's degree relevant to the job	None required	None required	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, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing), Strategic Alignment	Budget Technical Bureau
34	Project Development Officer II	Contractual	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant 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); Functional (Principles of IT, User and Customer Support, Systems Development and Management, Maintaining PFM Understanding)	Information and Communications Technology Systems Service-Application Development, Maintenance and Support Division-Digitization Project Coordination Unit
35	Information Systems Analyst I	Contractual	12	30705	Bachelor's degree relevant to the job	None required	None required	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); Functional (Principles of IT, User and Customer Support, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service - Solutions Delivery Division - Digital Imaging for Monitoring and Evaluation Unit

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 November 29, 2024.

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

*An applicant may apply for a maximum of three (3) positions within the same posting period. However, he/she may be referred to offices other than his/her indicated preferences, based on organizational needs and the evaluation of his/her qualifications.*

*WHEN DECIDING WHERE TO APPLY, please 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. You can access it 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);

*Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment 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), and absence of other substantial entries such as signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant 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);

For internal applicants, the following required documents, if the same has not been previously submitted to the Administrative Service-Human Resource Management Division, shall also be submitted together with the documents required 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 accomplish the DBM Online Recruitment Form at:**

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

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.

**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

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

**Publication Request # 12**

**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.