

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

~~02 APR 2024~~

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

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. RUZAL
HRMO

Date: 04/2/2024

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 /	Project Development Officer I	Contractual	11	27000	Bachelor's degree relevant to the job	None required	None required	None required	N/A	Philippine Open Government Partnership Project Management Office-Strategic Partnerships Division
2 /	Project Development Officer I	Contractual	11	27000	Bachelor's degree relevant to the job	None required	None required	None required	N/A	Philippine Open Government Partnership Project Management Office-Reforms and Innovations Division
3 /	Administrative Officer II	OSEC-DBMB-ADOF2-16-2022	11	27000	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 (Achievement Orientation, Records Management, Risk Analysis, Engineering, Occupational Safety Hazards)	Administrative Service-General Services Division

4 /	Administrative Assistant III (Motorpool Supervisor II)	OSEC-DBMB-ADAS3-34-2016	9	21211	Completion of 2 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 (Achievement Orientation, Records Management, Risk Analysis, First Aid Skills, Motor Vehicle Troubleshooting and Maintenance, Defensive Driving)	Administrative Service-General Services Division
5 /	Administrative Aide IV (Driver II)	Contractual	4	15586	Elementary School Graduate	None required	None required	Driver License (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 (Achievement Orientation, Records Management, Risk Analysis, First Aid Skills, Motor Vehicle Troubleshooting and Maintenance, Defensive Driving)	Administrative Service-General Services Division
6 /	Accountant I	OSEC-DBMB-A1-1-2013	12	29165	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	R.A. 1080 (CPA)	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, Accounts Reconciliation, Accounting for Current Assets and Current Liabilities)	Finance Service-Accounting Division

7	Accountant I	OSEC-DBMB-A1-11-2010	12	29165	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	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, Accounts Reconciliation, Accounting for Current Assets and Current Liabilities)	Finance Service-Accounting Division
8	Accountant I	OSEC-DBMB-A1-12-2011	12	29165	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	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, Accounts Reconciliation, Accounting for Current Assets and Current Liabilities)	Finance Service-Accounting Division

9	Computer Maintenance Technologist II	OSEC-DBMB-CTMT2-4-2020	15	36619	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, Risk Management, Security and Information Assurance, User and Customer Support, Networks, Telecommunication, Wireless and Mobility Knowledge)	Information and Communications Technology Systems Service-ICT Infrastructure Management Division
10	Computer Programmer II	OSEC-DBMB COMP RO2-5-2017	15	36619	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
11	Computer Programmer II	OSEC-DBMB COMP RO2-20-2000	15	36619	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

12	Information Systems Analyst I	Contractual	12	29165	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
13	Information Systems Analyst I	Contractual	12	29165	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
14	Information Systems Analyst I	OSEC-DBMB-INFOA1-10-2023	12	29165	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Information and Communications Technology Systems Service-Budget Data Analytics Division
15	Project Development Officer I	OSEC-DBMB-PDO1-21-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Information and Communications Technology Systems Service-Solutions Delivery Division
16	Project Development Officer I	OSEC-DBMB-PDO1-22-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Information and Communications Technology Systems Service-Solutions Delivery Division

17	Legal Assistant II	OSEC-DBMB-LEA2-23-2015	12	29165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	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, Legal Writing, Investigation and Research Skills, Paralegal)	Legal Service
18	Budget and Management Specialist I	OSEC-DBMB-BMS1-6-2003	13	31320	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
19	Budget and Management Specialist I	OSEC-DBMB-BMS1-22-2021	13	31320	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
20	Budget and Management Specialist I	OSEC-DBMB-BMS1-1-2013	13	31320	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

21	Budget and Management Specialist I	OSEC-DBMB-BMS1-2-2020	13	31320	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
22	Budget and Management Specialist I	OSEC-DBMB-BMS1-4-2020	13	31320	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
23	Budget and Management Specialist I	OSEC-DBMB-BMS1-26-2016	13	31320	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
24	Administrative Assistant III	OSEC-DBMB-ADAS3-31-2004	9	21211	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	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 (Achievement Orientation, Records Management, Interpersonal Skills, Office Administration, Generating Reports, Correspondence, and Documentation)	Budget Technical Bureau

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 April 15, 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.

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 AUTHENTICATED CERTIFICATE OF ELIGIBILITY OR BOARD RATING AND/OR LICENSE issued by the Civil Service Commission (CSC), the Professional Regulation Commission, or the Supreme Court, as applicable;

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:

<http://tinyurl.com/DBMOnlineRecruitmentForm2024>

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

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

Publication Request # 3

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.