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

Date of Publication

MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist

24 FEB 2025

REZ C. RUZGAL
HRMO

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:

Date: 2/24/2025

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 IV	OSEC-DBMB-ADOF4-2-2024	15	40208	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 (Interpersonal Skills, Records Management, Monitoring and Evaluation, Confidentiality, Performance Management, Strategic Alignment); Functional (Data Analytics, Generating Reports, Correspondence, and Documentation, Monitoring and Evaluation, Organizational Development)	Administrative Service-Human Resource Development Division
2	Administrative Aide IV	OSEC-DBMB-ADA4-13-2004	4	16833	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	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, Inventory Management and Stock Control)	Administrative Service-General Services Division

3	Administrative Assistant III	OSEC-DBMB-ADAS3-14-2004	9	23226	Completion of two 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, Inventory Management and Stock Control)	Administrative Service-General Services Division
4	Administrative Assistant III (Motorpool Supervisor II)	OSEC-DBMB-ADAS3-34-2016	9	23226	Completion of two 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 Assistant II (Cash Clerk III)	OSEC-DBMB-ADAS2-1-2022	8	21448	Completion of two 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, Continuous Regulatory Compliance, Use of IT to Manage Public Finances)	Administrative Service-Cash Division

6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-14-2024	9	23226	Completion of two 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 (Preparation and Interpretation of Financial Statements and Reports, Continuous Regulatory Compliance, Records Management)	Finance Service-Accounting Division
7	Planning Officer II	OSEC-DBMB-PLO2-5-2017	15	40208	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, Formulating and Integrating Development Plans, Organizational Dynamics, Strategic and Corporate Planning, Facilitation Skills, Process Management, Human Resource Framework Strategic Alignment)	Corporate Planning and Management Service-Management Division
8	Planning Officer I	OSEC-DBMB-PLO1-8-2017	11	30024	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(Continuous Regulatory Compliance, Formulating and Integrating Development Plans, Organizational Dynamics, Strategic and Corporate Planning, Facilitation Skills, Monitoring and Evaluation, Performance Management)	Corporate Planning and Management Service-Management Division

9	Information Officer I	OSEC-DBMB- INFO1-17-2016	11	30024	Bachelor's degree	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 (Information, Education and Communication (IEC) Materials Development, Digital Media and Visualization, Maintaining PFM Understanding, Knowledge Management, Technical Writing)	Advocacy, Communications and Training Service- Information Management Division
10	Information Officer I	OSEC-DBMB- INFO1-18-2016	11	30024	Bachelor's degree	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 (Information, Education and Communication (IEC) Materials Development, Digital Media and Visualization, Maintaining PFM Understanding, Creativity, Corporate Communication, Investigation and Research Skills)	Advocacy, Communications and Training Service- Publications Division

11	Administrative Assistant III	OSEC-DBMB-ADAS3-9-2004	9	23226	Completion of two 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, Interpersonal Skills, Office Administration, Generating Reports, Correspondence, and Documentation)	Advocacy, Communications and Training Service-Capacity Development Division
12	Information Systems Analyst I	OSEC-DBMB-INFOSA1-9-2017	12	32245	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 (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
13	Project Development Officer II	OSEC-DBMB-PDO2-15-2023	15	40208	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, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service-Solutions Delivery Division

14	Project Development Officer II	OSEC-DBMB-PDO2-16-2023	15	40208	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, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service-Solutions Delivery Division
15	Project Development Officer II	OSEC-DBMB-PDO2-17-2023	15	40208	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, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service-Solutions Delivery Division
16	Project Development Officer II	OSEC-DBMB-PDO2-19-2023	15	40208	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, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service-Solutions Delivery Division

17	Legal Assistant III	OSEC-DBMB-LEA3-26-2015	14	37024	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	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	Legal Assistant II	OSEC-DBMB-LEA2-22-2015	12	32245	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
19	Budget and Management Specialist I	OSEC-DBMB-BMS1-51-2000	13	34421	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-A

20	Administrative Officer III	OSEC-DBMB-ADOF3-22-2015	14	37024	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 (Achievement Orientation, Records Management, Interpersonal Skills, Office Administration, Generating Reports, Correspondence, and Documentation)	Budget and Management Bureau-D
21	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-121-2000	19	56390	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau-E
22	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-189-2000	19	56390	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	Budget and Management Bureau-E

23	Budget and Management Specialist I	OSEC-DBMB-BMS1-282-2024	13	34421	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
24	Budget and Management Specialist I	OSEC-DBMB-BMS1-245-2024	13	34421	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
25	Budget and Management Specialist I	OSEC-DBMB-BMS1-246-2024	13	34421	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

26	Budget and Management Specialist I	OSEC-DBMB-BMS1-247-2024	13	34421	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
27	Budget and Management Specialist I	OSEC-DBMB-BMS1-478-2023	13	34421	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
28	Budget and Management Specialist I	OSEC-DBMB-BMS1-481-2023	13	34421	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
29	Budget and Management Specialist I	OSEC-DBMB-BMS1-3-2020	13	34421	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

30	Budget and Management Specialist I	OSEC-DBMB-BMS1-4-2020	13	34421	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
31	Budget and Management Specialist I	OSEC-DBMB-BMS1-27-2016	13	34421	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
32	Budget and Management Specialist I	OSEC-DBMB-BMS1-7-2023	13	34421	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, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau
33	Budget and Management Specialist I	OSEC-DBMB-BMS1-23-2016	13	34421	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, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau

34	Budget and Management Specialist I	OSEC-DBMB-BMS1-24-2016	13	34421	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, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau
35	Budget and Management Specialist I	OSEC-DBMB-BMS1-25-2016	13	34421	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, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau
36	Budget and Management Specialist I	OSEC-DBMB-BMS1-9-2024	13	34421	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, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms 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 March 7, 2025.

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

Applicants may apply for a maximum of three (3) positions within the same posting period. However, they may be referred to offices other than their indicated preferences, based on organizational needs and the evaluation of their qualifications.

WHEN DECIDING WHERE TO APPLY, applicants are advised to 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, and can be accessed 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 and attached CSC Form No. 212, Revised 2017). **The date of accomplishment and notarization must be within the application period.**

Any inaccurate information affecting the applicant's qualification for the position being applied for (e.g., completion 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), or the absence of substantial entries such as the applicant's signature on each page and the signature of the authorized person administering the oath on page 4, which do not comply 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). *The date on the Work Experience Sheet should be the same as that on the Personal Data Sheet.*

For internal applicants, the following application documents, if not previously submitted to the Administrative Service-Human Resource Management Division, must also be submitted together with the documents listed 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 complete the DBM Online Recruitment Form at:
<https://tinyurl.com/DBMRecruitmentForm2025Cycle>

It is reiterated that hard copies of the application documents should be submitted to the address provided above.

Only applicants who submit the required documents, complete the DBM Online Recruitment Form, and meet ALL the required qualification standards will be contacted.

For important notices/instructions to applicants and vacant positions, kindly visit the "**CAREERS**" tab on the DBM website at <https://www.dbm.gov.ph/index.php/careers>.

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.

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 # 5

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Budget and Management advocates the Equal Employment Opportunity Principle (EEO). 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.