

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Date of Publication

22 APR 2025

GLADYS GRACE B. RIVERA  
Human Resource Specialist

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. RUZGAL  
HRMO

Date: 4/22/2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV	OSEC-DBMB-ADOF4-7-2015	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, Continuous Regulatory Compliance, Confidentiality, Recruitment, Selection, and Placement, Competency Assessment and Management, Succession Planning and Management, Data Analytics)	Administrative Service- Human Resource Management Division



2	Administrative Officer IV	OSEC-DBMB-ADOF4-14-2022	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 (Generating Reports, Correspondence, and Documentation, Risk Analysis, Occupational Safety Hazard, Partnering with Other Government Agencies)	Administrative Service-General Services Division
3	Administrative Aide IV (Administrative Services Aide)	OSEC-DBMB-ADA4-13-2004	4	16833	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	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 (Senior Bookkeeper)	OSEC-DBMB-ADAS3-12-2024	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



5	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
6	Planning Officer I	OSEC-DBMB-PLO1-4-2021	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, Risk Analysis, Creates Shared Vision and Strategy)	Corporate Planning and Management Service-Planning Division
7	Computer Programmer II	OSEC-DBMB-COMPRO2-20-2000	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, Database Management, Systems Development and Management, Maintaining PFM Understanding)	Information and Communications Technology Systems Service-Application Development, Maintenance and Support Division



8	Project Development Officer II	OSEC-DBMB-PDO2-13-2023	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
9	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
10	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



11	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
12	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
13	Information Technology Officer I	Contractual	19	56390	Bachelor's degree relevant to the job	8 hours of relevant training	2 years 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, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service-Digital Imaging for Monitoring and Evaluation Unit



14	Information Technology Officer I	Contractual	19	56390	Bachelor's degree relevant to the job	8 hours of relevant training	2 years 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, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service-Digital Imaging for Monitoring and Evaluation Unit
15	Information Technology Officer I	Contractual	19	56390	Bachelor's degree relevant to the job	8 hours of relevant training	2 years 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, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service-Digital Imaging for Monitoring and Evaluation Unit
16	Information Technology Officer I	Contractual	19	56390	Bachelor's degree relevant to the job	8 hours of relevant training	2 years 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, Project Monitoring and Evaluation, ICT Project Management, Presentation Skills)	Information and Communications Technology Systems Service-Digital Imaging for Monitoring and Evaluation Unit



17	Information Systems Analyst I	Contractual	12	32245	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-Digital Imaging for Monitoring and Evaluation Unit
18	Information Systems Analyst I	Contractual	12	32245	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-Digital Imaging for Monitoring and Evaluation Unit
19	Budget and Management Specialist I	OSEC-DBMB-BMS1-191-2024	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-D



20	Administrative Assistant III	OSEC-DBMB-ADAS3-22-2004	9	23226	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)	Legal Service
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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 May 2, 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/DBM-Rolling-Recruitment-Form>**

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

**Publication Request # 7**

**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.