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

Date of Publication
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Senior Human Resource Specialist
12 DEC 2024

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:

CSC - FO Office of the President
REZ C. RUZCAL
HRMO

Date: 12/12/2024

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 II	OSEC-DBMB-ADOF2-6-2015	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 (Interpersonal Skills, Records Management, Monitoring and Evaluation, Confidentiality, Program/Course Design and Development, Competency Assessment and Management)	Administrative Service-Human Resource Development Division

2	Administrative Officer II	OSEC-DBMB-ADOF2-26-2021	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 (Interpersonal Skills, Records Management, Continuous Regulatory Compliance, Confidentiality, Competency Assessment and Management, Competency Development and Enhancement, Succession Planning and Management, Data Analytics)	Administrative Service-Human Resource Management Division
3	Administrative Assistant II (Cash Clerk III)	OSEC-DBMB-ADAS2-1-2022	8	20534	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
4	Administrative Aide IV (Reproduction Machine Operator II)	OSEC-DBMB-ADA4-21-2004	4	16209	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 (Confidentiality, Interpersonal Skills)	Administrative Service-Central Records Division

5	Administrative Assistant III (Motorpool Supervisor II)	OSEC-DBMB-ADAS3-34-2016	9	22219	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
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-12-2024	9	22219	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	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-13-2024	9	22219	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

8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-14-2024	9	22219	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
9	Administrative Officer IV	OSEC-DBMB-ADOF4-4-2024	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 (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	Administrative Assistant II (Budgeting Assistant)	OSEC-DBMB-ADAS2-9-2024	8	20534	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 (Maintaining PFM Understanding, Preparation and Interpretation of Financial Statements and Reports, Risk Assessment and Management, Continuous Regulatory Compliance)	Finance Service-Budget Division

11	Training Specialist III	OSEC-DBMB-TRNSP3-55-2024	18	49015	Bachelor's degree	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 (Information, Education and Communication (IEC) Materials Development, Digital Media and Visualization, Maintaining PFM Understanding, Program/ Course Delivery and Administration, Learning Facilitation, Fostering Innovation, Monitoring and Evaluation, Digital Learning)	Advocacy, Communications and Training Service-Capacity Development Division
12	Attorney III	OSEC-DBMB-ATY3-2-2010	21	67005	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	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); Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and	Legal Service
13	Legal Assistant III	OSEC-DBMB-LEA3-27-2015	14	35434	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

14	Legal Assistant II	OSEC-DBMB-LEA2-23-2015	12	30705	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
15	Legal Assistant II	OSEC-DBMB-LEA2-51-2000	12	30705	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
16	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-53-2024	19	53873	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, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau

17	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-54-2024	19	53873	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, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau
18	Budget and Management Specialist II	OSEC-DBMB-BMS2-21-2016	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, Fiscal Planning, Formulating and Integrating Development Plans, Presentation Skills, Technical Writing)	Fiscal Planning and Reforms Bureau
19	Computer Programmer II	OSEC-DBMB-COMPRO2-20-2000	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 (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

20	Project Development Officer III	OSEC-DBMB-PDO3-9-2023	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 (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
21	Project Development Officer III	OSEC-DBMB-PDO3-10-2023	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 (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

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 December 27, 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 Sclano St., San
Miguel, Manila

careers@dbm.gov.ph

Publication Request # 13

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.