

**Republic of the Philippines**  
**Department of Budget and Management**  
**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Department of Budget and Management in the CSC website:

\_\_\_\_\_  
RYAN S. LITA  
Director IV, Administrative Service

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Budget and Management Specialist II	BMS2-7-2015	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Fiscal Planning and Reforms Bureau
2	Budget and Management Specialist II	BMS2-49-2000	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Fiscal Planning and Reforms Bureau
3	Budget and Management Specialist II	BMS2-10-2006	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A

4	Budget and Management Specialist II	BMS2-15-2010	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-B
5	Budget and Management Specialist II	BMS2-2-2002	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-B
6	Senior Budget and Management Specialist	SRBMS-63-2015	19	₱505,188.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-D
7	Budget and Management Specialist II	BMS2-12-2002	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-E
8	Budget and Management Specialist II	BMS2-15-2002	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-E
9	Budget and Management Specialist II	BMS2-3-2002	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget Technical Bureau

10	Budget and Management Specialist II	BMS2-18-2009	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget Technical Bureau
11	Budget and Management Specialist II	BMS2-13-2000	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM National Capital Region
12	Senior Budget and Management Specialist	SRBMS-39-2000	19	₱505,188.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office V
13	Budget and Management Specialist II	BMS2-9-2010	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office V
14	Budget and Management Specialist II	BMS2-37-2000	16	₱381,180.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office XI

Interested applicants may submit the following documents personally or through mail or courier to the address below or e-mail at [hrmd@dbm.gov.ph](mailto:hrmd@dbm.gov.ph), in the case of Central Office, or to the concerned Regional Director, in the case of Regional Offices, on or before **7 JUNE 2018**

1. Application letter (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is)
2. Properly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with attached Work Experience Sheet
3. Curriculum vitae

4. Photocopy of transcript of records
5. Photocopy of diploma and/or certificate of graduation
6. Photocopy of authenticated copy of certificate of eligibility/bar or board rating/license
7. Photocopy of certificate of employment with actual duties and responsibilities (if applicable)
8. Photocopy of certificate of training/seminars attended
9. Photocopy of performance rating for the last two (2) rating periods (if applicable)

*\*Original documents must be on hand and ready once requested.*

**Send to:**

**Director RYAN S. LITA**

Administrative Service

Department of Budget and Management

G/F DBM Building III, General Solano St., San Miguel, Manila

**NOTE: Applicants must submit one (1) set of documents for every position being applied for. Applicants with incomplete submissions will not be processed. Further, only applicants who are shortlisted will be contacted. For inquiries, you may contact the Human Resource Management Division, Administrative Service at 735-4807 or 657-3300 local 3109.**