

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	BMS2-6-2010	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-D
2	Budget and Management Analyst	BMAN-6-2003	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office V

Interested applicants may submit the following documents personally or through mail or courier to the address below or e-mail at [hcmd@dbm.gov.ph](mailto:hcmd@dbm.gov.ph), in the case of Central Office, or to the concerned Regional Director, in the case of Regional Offices, on or before **6 JULY 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 applications sent through email, the subject line of email should be read as: "Position Applied for – Item Number – Full Name of Applicant" (e.g. Budget and Management Analyst - BMAN-30-2016 – Juan D. Dela Cruz). All attachments should be in a single PDF file.**

**For inquiries, you may contact the Human Resource Management Division, Administrative Service at 735-4807 or 657-3300 local 3109.**