

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:

*jeff*  
THEA MARIE CORINNE F. PALARCA *r*  
OIC-Director IV, Administrative Service

Date: *B2*

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	Administrative Officer IV	ADOF4-14-2004	15	₱348,120.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Administrative Service - Human Resource Development Division
2	Administrative Officer IV	ADOF4-4-2015	15	₱348,120.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Administrative Service - Human Resource Development Division
3	Administrative Assistant III	ADAS3-30-2016	9	₱209,676.00	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility		Information and Communications Technology Systems Service

4	Planning Officer II	PLO2-24-2015	15	₱348,120.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Corporate Planning and Management Service - Planning Division
5	Legal Assistant III	LEA3-25-2015	14	₱317,928.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service (Professional)/ Second Level Eligibility		Legal Service
6	Budget and Management Specialist II	BMS2-23-2016	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		Organization, Position Classification and Compensation Bureau
7	Budget and Management Specialist II	BMS2-24-2012	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		Organization, Position Classification and Compensation Bureau
8	Budget and Management Specialist I	BMS1-26-2016	13	₱290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Organization, Position Classification and Compensation Bureau
9	Budget and Management Specialist I	BMS1-27-2016	13	₱290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Organization, Position Classification and Compensation Bureau

10	Administrative Assistant III	ADAS3-51-2004	9	₱209,676.00	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility		Budget and Management Bureau-B
11	Senior Budget and Management Specialist	SRBMS-121-2000	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		Budget and Management Bureau-E
12	Budget and Management Analyst	BMAN-6-2015	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM National Capital Region
13	Budget and Management Specialist II	BMS2-16-2000	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 I
14	Budget and Management Specialist II	BMS2-39-2016	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 III
15	Budget and Management Specialist I	BMS1-21-2000	13	₱290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office III

16	Budget and Management Specialist I	BMS1-24-2000	13	₱290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office IV-B
17	Senior Budget and Management Specialist	SRBMS-32-2016	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
18	Administrative Officer II	ADOF2-22-2016	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office VII
19	Budget and Management Analyst	BMAN-34-2000	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office VIII
20	Administrative Officer II	ADOF2-24-2016	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office IX

Interested applicants may submit the following documents personally or through mail or courier to the address below or e-mail at [careers@dbm.gov.ph](mailto:careers@dbm.gov.ph), in the case of Central Office, or to the concerned Regional Director, in the case of Regional Offices, on or before **25 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:**

**OIC-Director THEA MARIE CORINNE F. PALARCA**  
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.**