

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

APSC 3 2018

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:

THEA MARIE CORINNE F. PALARCA
OIC-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	Administrative Officer II	ADOF2-1-2010	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Administrative Service - Human Resource Management Division
2	Administrative Officer III	ADOF3-10-2010	14	₱317,928.00	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
3	Budget and Management Specialist I	BMS1-51-2000	13	₱290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A

4	Budget and Management Analyst	BMAN-2-2002	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A
5	Chief Budget and Management Specialist	CBMS-69-2000	24	₱879,588.00	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-D
6	Budget and Management Analyst	BMAN-14-2009	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-D
7	Budget and Management Specialist I	BMS1-46-2000	13	₱290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-E
8	Budget and Management Specialist I	BMS1-2-2003	13	₱290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-E
9	Budget and Management Specialist I	BMS1-17-2009	13	₱290,688.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget Technical Bureau

10	Supervising Budget and Management Specialist	SVBMS-7-2000	22	₱704,604.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM National Capital Region
11	Budget and Management Specialist I	BMS1-23-2000	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-A
12	Administrative Officer II	ADOF2-23-2016	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office VIII
13	Budget and Management Analyst	BMAN-39-2000	11	₱242,148.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office XI

Interested and qualified applicants may submit the following documents personally or through mail or courier to the address below or e-mail at careers@dbm.gov.ph, in the case of Central Office, or to the concerned Regional Director (please refer to the Directory of DBM Regional Offices at <https://www.dbm.gov.ph/index.php/contact-us/dbm-regional-offices>), in the case of Regional Offices, on or before **7 SEPTEMBER 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.