

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

Date of Publication
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~~Human Resource Specialist~~
28 JAN 2025

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.

REZ C. RUZGAL
HRMO

Date: 1/28/2025

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 V	OSEC-DBMB- ADOF5-28- 2004	18	51,304	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 (Achievement Orientation, Continuous Regulatory Compliance, Management of Accounts Payable, Use of IT to Manage Public Finances)	Administrative Service- Cash Division

2	Administrative Officer III	OSEC-DBMB-ADOF3-16-2004	14	37,024	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 (Achievement Orientation, Records Management, Interpersonal Skills, Office Administration, Generating Reports, Correspondence, and Documentation)	Legal Service
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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 February 10, 2025:

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

Applicants may apply for a maximum of three (3) positions within the same posting period. However, they may be referred to offices other than their indicated preferences, based on organizational needs and the evaluation of their qualifications.

WHEN DECIDING WHERE TO APPLY, applicants are advised to 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, and can be accessed 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 affecting the applicant's qualification for the position being applied for (e.g., completion 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), or the absence of substantial entries such as the applicant's signature on each page and the signature of the authorized person administering the oath on page 4, which do not comply 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 application documents, if not previously submitted to the Administrative Service-Human Resource Management Division, must also be submitted together with the documents listed 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.

9. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT** or its equivalent for the last rating period (if applicable).

Applicants are also required to complete 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.

It is reiterated that hard copies of the application documents should be submitted to the address provided below.

Due to the large volume of applications we receive, only applicants who submit the required documents, complete the DBM Online Recruitment Form, and meet ALL the required qualification standards will be contacted.

Applications received beyond deadline will not be acted upon.

APPLICANTS are advised to hand in or send through courier their application to:

REZ C. RUZGAL

Chief Administrative Officer, Human
Resource Management Division,
Administrative Service

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

careers@dbm.gov.ph

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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.