

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

Date of Publication

17 JUL 2025

MANUEL DV. CASTILLO JR.  
Senior Human Resource Specialist

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:

CSC - FO Office of the President

REZ C. RUZGAL  
HRMO

Date: 07/17/2025

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	Attorney V	Contractual	25	111,727	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Bar)	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 (Maintaining PFM Understanding, Legal Writing, Presentation Skills, Political Savvy)	Budget Information Legislative Service
2	Attorney V	Contractual	25	111,727	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Bar)	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 (Maintaining PFM Understanding, Legal Writing, Presentation Skills, Political Savvy)	Budget Information Legislative Service
3	Administrative Officer IV	OSEC-DBMB- ADOF4-14-2022	15	40,208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Plans the implementation of DBM's security plans and measures, including coordinating with outsourced services and agencies related to security and safety	Administrative Service- General Services Division

4	Chief Administrative Officer	OSEC-DBMB-CADOF-15-2025	24	98,185	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management 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); Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability); Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Preparation and Interpretation of Financial Statements and Reports, Supplier and Contract Management, Generating Reports, Correspondence, and Documentation, Continuous Regulatory Compliance, Recruitment, Selection, and Placement, Performance Management, Learning and Development Planning, Rewards and Recognition)	DBM Negros Island Region
5	Chief Budget and Management Specialist	OSEC-DBMB-CBMS-3-2025	24	98,185	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management 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); Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability); Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Assessment and Management, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region

6	Chief Budget and Management Specialist	OSEC-DBMB-CBMS-4-2025	24	98,185	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management 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); Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability); Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Assessment and Management, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region
7	Supervising Budget and Management Specialist	OSEC-DBMB-SVBMS-5-2025	22	78,162	Bachelor's degree relevant to the job	16 hours of relevant training	3 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); Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability); Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Assessment and Management, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region



8	Supervising Budget and Management Specialist	OSEC-DBMB-SVBMS-6-2025	22	78,162	Bachelor's degree relevant to the job	16 hours of relevant training	3 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); Leadership (Building collaborative, inclusive working relationships, Managing performance and coaching for results, Leading change, Thinking strategically and creatively, Creating and nurturing a high performing organization, Data Driven Decision Making, Mental Acuity, Responsibility and Accountability); Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Assessment and Management, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region
9	Accountant III	OSEC-DBMB-A3-16-2025	19	56,390	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	R.A. 1080 (CPA)	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Management of Accounts Payable, Accounts Reconciliation, Preparation and Interpretation of Financial Statements and Reports, Records Management, Continuous Regulatory Compliance)	DBM Negros Island Region
10	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-7-2025	19	56,390	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region

11	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-8-2025	19	56,390	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region
12	Budget and Management Specialist II	OSEC-DBMB-BMS2-9-2025	16	43,560	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region
13	Budget and Management Specialist II	OSEC-DBMB-BMS2-10-2025	16	43,560	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region
14	Administrative Officer III (Cashier II)	OSEC-DBMB-ADOF3-17-2025	14	37,024	Bachelor's degree	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Accounts Reconciliation, Supplier and Contract Management, Generating Reports, Correspondence, and Documentation, Records Management, Continuous Regulatory Compliance)	DBM Negros Island Region

15	Budget and Management Specialist I	OSEC-DBMB-BMS1-11-2025	13	34,421	Bachelor's degree relevant to the job	None required	None required	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region
16	Budget and Management Specialist I	OSEC-DBMB-BMS1-12-2025	13	34,421	Bachelor's degree relevant to the job	None required	None required	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region
17	Budget and Management Specialist I	OSEC-DBMB-BMS1-13-2025	13	34,421	Bachelor's degree relevant to the job	None required	None required	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region
18	Budget and Management Specialist I	OSEC-DBMB-BMS1-14-2025	13	34,421	Bachelor's degree relevant to the job	None required	None required	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 (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Formulating and Integrating Development Plan, Partnering with Other Government Agencies)	DBM Negros Island Region



19	Administrative Officer II	OSEC-DBMB-ADOF2-18-2025	11	30,024	Bachelor's degree relevant to the job	None required	None required	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 (Generating Reports, Correspondence, and Documentation, Records Management Continuous Regulatory Compliance, Recruitment, Selection, and Placement, Performance Management, Learning and Development Planning, Rewards and Recognition)	DBM Negros Island Region
20	Administrative Assistant I (Reproduction Machine Operator III)	OSEC-DBMB-ADAS1-19-2025	7	20,110	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	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, Interpersonal Skills, Records Management Generating Reports, Correspondence, and Documentation)	DBM Negros Island Region
21	Administrative Assistant III (Secretary II)	Contractual	9	23,226	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	None required	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, Interpersonal Skills, Records Management Generating Reports, Correspondence, and Documentation)	DBM Negros Island Region

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 July 28, 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 and attached CSC Form No. 212, Revised 2017). ***The date of accomplishment and notarization must be within the application period.***

***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). *The date on the Work Experience Sheet should be the same as that on the Personal Data Sheet.*

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; and

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://www.dbm.gov.ph/index.php/careers#important-notice-to-applicants>

It is reiterated that hard copies of the application documents, which must be identical to those uploaded in the online recruitment form, should be submitted to the address provided above.

Only applicants who submit the required documents, complete the DBM Online Recruitment Form, and meet ALL the required qualification standards will be contacted.

For important notices/instructions to applicants and vacant positions, kindly visit the "**CAREERS**" tab on the DBM website at <https://www.dbm.gov.ph/index.php/careers>.

If clicking on the link does not work, kindly copy-paste the link into the browser address bar.

Original hard copies of the documents attached to the Online Recruitment Form must also be submitted to the Human Resource Management Division, Administrative Service, Department of Budget and Management, Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila.

Due to the large volume of applications we receive, only those who submitted the complete required documents, accomplished the DBM Online Recruitment Form, and met ALL the required qualification standards will be contacted.

Applications received beyond deadline will not be acted upon.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email 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](mailto: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.