



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF VACANT POSITION

The **Department of Budget and Management (DBM) Selection Board (SB) for Third Level Positions** is pleased to announce that it is accepting applications to the vacant **Director IV, SG-28** position in the **DBM Information and Communications Technology Systems Service**, with the following qualification standards:

- Bachelor's degree
- Three (3) years of supervisory experience
- Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

Interested applicants should file their applications together with the following documents to the **DBM SB Secretariat, Human Resource Management Division, Administrative Service (AS), Department of Budget and Management, Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila**, prior to close of office hours on or before **January 31, 2023**:

1. Application letter, indicating the position applied for and 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

2. Duly accomplished and updated Personal Data Sheet (PDS)¹ (CS Form No. 212, Revised 2017) with Work Experience Sheet, thumbmark, signature, and recent passport-sized photo;
3. Updated Curriculum Vitae, including outstanding accomplishments,² detailed duties and responsibilities, special assignments or projects;
4. Photocopy of certificates of technical and management training taken within the last five (5) years;

¹ Notarized PDS for external applicants; signed by an authorized personnel to administer oath for internal applicants

² Include all activities, projects, committees, councils, technical working groups, task force, professional groups, and the like where you were involved with either as a team leader, chairperson, author, resource person, facilitator, or member

5. Photocopy of Performance Ratings in accordance with the Career Executive Service Performance Evaluation System (CESPES) or the Strategic Performance Management System (SPMS), whichever is applicable, for the last three (3) years; and
6. Original copy of NBI Clearance secured within the last two months.



JANET B. ABUEL

Undersecretary

Chairperson, DBM SB for Third Level Positions

January 10, 2023