



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NOTICE OF VACANT POSITIONS**

The Selection Board (SB) for Third Level Positions is pleased to announce that it is accepting applications to the following vacant positions in the DBM Central and Regional Offices:

| Position Title | Salary Grade | Bureau/Service/Office                | Qualification Standards  |
|----------------|--------------|--------------------------------------|--|
| Director IV    | 28           | DBM Cordillera Administrative Region |  |
| Director III   | 27           | Budget and Management Bureau-D       | <ul style="list-style-type: none"> <li>• Bachelor's degree relevant to the job</li> <li>• Three (3) years of supervisory experience</li> <li>• Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)</li> </ul> |
|                |              | Budget and Management Bureau-F       |  |
|                |              | DBM Cordillera Administrative Region |  |
|                |              | DBM Regional Office IX               |  |
|                |              | DBM Regional Office XIII             |  |


Interested and qualified applicants should file their applications together with the following documents to the **SB Secretariat, Human Resource Management Division, Administrative Service, Department of Budget and Management, Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila**, by close of office hours


on **31 MAY 2019**

1. Application letter, indicating the position applied for and name of bureau/service/office where the vacancy is, and addressed to:

**JANET B. ABUEL**  
Officer-in-Charge  
Department of Budget and Management  
2<sup>nd</sup> Floor, Boncodin Hall  
General Solano Street, San Miguel Manila

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

  
**TINA ROSE MARIE L. CANDA**  
Undersecretary  
Chairperson, SB for Third Level  
Positions – Central Office

  
**HERMAN B. JUMILLA**  
Undersecretary  
Chairperson, SB for Third Level  
Positions – Regional Offices

20 MAY 2019

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