



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

NOTICE OF VACANT POSITIONS

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 following vacant positions in the DBM Central and Regional Offices:

Position Title, Salary Grade (SG)	Bureau/Service/Office	Qualification Standards
Director IV, SG-28	DBM Cordillera Administrative Region	<ul style="list-style-type: none">• Bachelor's degree• Three (3) years of supervisory experience• Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)¹
	DBM Regional Office X	
Director III, SG-27	Administrative Service	
	Budget and Management Bureau-C	
	DBM Regional Office II	
	DBM Regional Office III	
	DBM Regional Office VI	
	DBM Regional Office VII	

Interested applicants should submit their applications, together with the following documents, to the **DBM SB Secretariat, Human Resource Management Division, Administrative Service, Department of Budget and Management, Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila**, on or before **January 15, 2025**:

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

¹ Item 3 of Career Executive Service Board Circular No. 3, Series of 2002 provides that "The appointment of a non-CESO to a CES position shall be temporary in nature and shall not exceed twelve months. Upon appointment to a CES position, a non-CES eligible or non-CESO shall be required to subsequently take the Career Executive Service Eligibility Examinations."

2. Duly accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) with thumbmark, signature, and a recent passport-sized photo.
3. Work Experience Sheet (as an attachment to CS Form No. 212, Revised 2017) with signature and date.
4. Photocopy of diploma and transcript of records.
5. Photocopy of certificate of employment with actual duties and responsibilities (*for non-DBM applicants*).
6. Photocopy of certificate of technical and management training.
7. Photocopy of certificate of eligibility/rating/license.
8. 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.
9. Photocopy of valid National Bureau of Investigation (NBI) Clearance.



JANET B. ABUEL

Undersecretary

Chairperson, DBM SB for Third Level Positions

December 10, 2024