



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	Advocacy, Communications and Training Service	<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 Eligibility
	Budget and Management Bureau-B	
	Budget and Management Bureau-D	
	DBM Regional Office V	
Director III, SG-27	DBM Regional Office II	
	DBM Cordillera Administrative Region	
	DBM Regional Office IV-A	
	DBM Regional Office X	

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 **November 7, 2025**:

1. Application letter, indicating the position applied for and name of bureau/service/office, 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 2025) with thumbmark, signature, and a recent passport-size photo.
3. Work Experience Sheet (as an attachment to CS Form No. 212, Revised 2025) with signature and date.
4. Photocopies of diploma and transcript of records.
5. Photocopy of certificate of employment with actual duties and responsibilities (*for non-DBM applicants*).
6. Photocopies of certificates of technical and management trainings.
7. Photocopy of certificate of eligibility/rating/license.
8. Photocopies 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

October 23, 2025