

Republic of the Philippines  
**Department of Budget and Management**  
Request for Publication of Vacant Positions

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:

  
AGNES D. CORTEZ  
HRMO

Date: February 06, 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	Budget and Management Specialist I	OSEC-DBMB-BMS1-13-2000	13	34421	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, and GEDSI)  Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, and Data Management)  Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies)	Department of Budget and Management-National Capital Region
2	Budget and Management Specialist I	OSEC-DBMB-BMS1-14-2000	13	34421	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, and GEDSI)  Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, and Data Management)  Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies)	Department of Budget and Management-National Capital Region
3	Budget and Management Specialist I	OSEC-DBMB-BMS1-503-2023	13	34421	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, and GEDSI)  Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, and Data Management)  Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies)	Department of Budget and Management-National Capital Region

4	Budget and Management Specialist I	OSEC-DBMB-BMS1-504-2023	13	34421	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, and GEDSI)  Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, and Data Management)  Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with Other Government Agencies)	Department of Budget and Management-National Capital Region
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All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **February 17, 2025**.

1. Signed application letter indicating the position applied for and the item number. Address it to:

**Director Ruby P. Muro**  
Director IV

Department of Budget and Management-National Capital Region  
2F Arcache Building, General Solano St., San Miguel, Manila 1005

2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (For applicants external to DBM, PDS should be
3. Curriculum vitae;
4. Photocopy of transcript of records;
5. Photocopy of diploma and/or certificate of graduation;
6. Photocopy of authenticated copy of certificate of eligibility/bar or board rating/license;
7. Photocopy of certificate of employment with actual duties and responsibilities;
8. Photocopy of certificate of trainings/seminars attended; and
9. Photocopy of performance rating for the last rating period (if applicable)

**Publication Request 03  
CY 2025**

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

  
**AGNES D. CORTEZ**

Chief Administrative Officer

2F Arcache Building, General Solano St., San Miguel, Manila 1005

[dbmncr@dbm.gov.ph](mailto:dbmncr@dbm.gov.ph)

cc: [ksta.ana@dbm.gov.ph](mailto:ksta.ana@dbm.gov.ph); [lguimcng@dbm.gov.ph](mailto:lguimcng@dbm.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.