

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

29 MAY 2025

MANUEL DV. CASTILLO JR.
Senior Human Resources Specialist

CSC - FO Office of the President

AGNES D. CORTEZ
HRMO

Date: May 29, 2025

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:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Accountant III	OSEC-DBMB-A3-9-2000	19	56390	Bachelor's Degree in Commerce/Business Administration Major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (Certified Public Accountant)	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, Management of Accounts Payable, Accounts Reconciliation, Preparation and Interpretation of Financial Statements and Reports, Records Management, Continuous Regulatory Compliance)	Department of Budget and Management-National Capital Region
2	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

3	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
4	Computer Maintenance Technologist I	OSEC-DBMB-CTMT1-24-2021	11	30024	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, GEDSI) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Principles of IT, Records Management, Networks, Telecommunication, Wireless and Mobility Knowledge, Databases and Applications)	Department of Budget and Management-National Capital Region

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 **June 13, 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 (For applicants external to DBM, PDS should be subscribed and sworn to before a Notary Public);

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)

Note: Applicants are also required to fill out the DBM-NCR Online Recruitment Form via this link: <https://tinyurl.com/DBM-NCR-C2-Recruitment>

**Publication Request 04
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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

dbmnrcr@dbm.gov.ph
cc: ksta.ana@dbm.gov.ph; lguimong@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.