We Are Hiring!

DEPARTMENT OF BUDGET AND MANAGEMENT
CARAGA REGIONAL OFFICE XIII
Bayanihan Road, Brgy. Bayanihan, Butuan City

Senior Budget and Management Specialist

Item Number: OSEC-DBMB-SRBMS-40-2016
Salary Grade: 19
Monthly Salary: Php 59,153

QUALIFICATIONS

EDUCATION
Bachelor's degree relevant to to the job

TRAINING
8 hrs of relevant training

EXPERIENCE
2 years of relevant experience

ELIGIBILITY
Career Service (Professional) Second Level Eligibility

COMPETENCIES

Functional Competencies:
Public Financial Management Understanding; Results-based Budgeting and Planning; Budget Execution and Monitoring; Organizational and Staffing Evaluation

The Department of Budget and Management advocates the Equal Employment Opportunity Principle (EEOP). We highly encourage and welcome all interested and qualified individuals to apply regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. Applicants must submit the following documents not later than October 26, 2026.

1. Application Letter (indicating the position and item number applied);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2026) which can be downloaded at www.csc.gov.ph;
3. Curriculum Vitae;
4. Photocopy of authenticated copy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records, Diploma, and/or Certificate of Graduation;
6. Photocopy of certificate of trainings/seminars attended;
7. Performance rating in the last rating period (if applicable)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email or scan the QR code, or you may also visit https://bit.ly/dbmRO13Application to upload your documents. Kindly address your application to:

JENNETH C. PARTOSA
OIC-Regional Director
Bayanihan Road, Brgy. Bayanihan, Butuan City, 8600 PH
(085) 817-1600 / dbm_ro13@dbm.gov.ph

Online Application Submission Form

APPLICATIONS WITH INCOMPLETE DOCUMENTS OR THOSE RECEIVED BEYOND THE DEADLINE SHALL NOT BE ENTERTAINED.

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DEPARTMENT OF BUDGET AND MANAGEMENT
CARAGA REGIONAL OFFICE XIII
Bayanihan Road, Brgy. Bayanihan, Butuan City

Administrative Officer V

Item Number: OSEC-DBMB-ADOF5-15-2021
Salary Grade: 18
Monthly Salary: Php 53,818

QUALIFICATIONS

EDUCATION
Bachelor's degree relevant to to the job

TRAINING
8 hrs of relevant training

EXPERIENCE
2 years of relevant experience

ELIGIBILITY
Career Service (Professional) Second Level Eligibility

COMPETENCIES

Functional Competencies:
Administrative Operations Management; Public Financial Management Understanding; Procurement Planning and Strategy; Strategic Planning and Alignment

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DEPARTMENT OF BUDGET AND MANAGEMENT
CARAGA REGIONAL OFFICE XIII
Bayanihan Road, Brgy. Bayanihan, Butuan City

Administrative Officer IV

Item Number: OSEC-DBMB-ADOF4-31-2026
Salary Grade: 15
Monthly Salary: Php 42,178

QUALIFICATIONS

EDUCATION
Bachelor's degree relevant to to the job

TRAINING
4 hrs of relevant training

EXPERIENCE
1 year of relevant experience

ELIGIBILITY
Career Service (Professional) Second Level Eligibility

COMPETENCIES

Functional Competencies:
Public Financial Management Understanding; Procurement Planning and Strategy; Financial Monitoring and Reporting; Budget Formulation and Preparation

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DEPARTMENT OF BUDGET AND MANAGEMENT
CARAGA REGIONAL OFFICE XIII
Bayanihan Road, Brgy. Bayanihan, Butuan City

Administrative Officer IV

Item Number: OSEC-DBMB-ADOF4-32-2026
Salary Grade: 15
Monthly Salary: Php 42,178

QUALIFICATIONS

EDUCATION
Bachelor's degree relevant to to the job

TRAINING
4 hrs of relevant training

EXPERIENCE
1 year of relevant experience

ELIGIBILITY
Career Service (Professional) Second Level Eligibility

COMPETENCIES

Functional Competencies:
Talent Sourcing and Attraction; Learning Needs Analysis; Performance Monitoring and Compliance; Rewards and Recognition Management

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