

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:

MA. ANGELICA M. AGUILAR

**HRMO**

Date: March 1, 2021

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	Supervising Administrative Officer	SADOF-4-2021	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
2	Administrative Officer V	ADOF5-5-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
3	Budget and Management Specialist II	BMS2-23-2000	16	36628	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
4	Budget and Management Specialist II	BMS2-40-2016	16	36628	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A

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5	Budget and Management Specialist II	BMS2-25-2000	16	36628	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
6	Budget and Management Specialist I	BMS1-2-2013	13	28276	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
7	Budget and Management Analyst	BMAN-28-2000	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
8	Budget and Management Analyst	BMAN-12-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
9	Budget and Management Analyst	BMAN-13-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
10	Budget and Management Analyst	BMAN-14-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A
11	Computer Maintenance Technologist	CMT1-11-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		DBM RO IV-A

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12	Administrative Assistant III	ADAS3-9-2021	9	19593	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Sub- Professional)/Fi rst Level Eligibility		DBM RO IV-A

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 March 15, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to send through email their application to:

**MA. ANGELICA M. AGUILAR**

Administrative Officer III

1/F PLJ Building, Gen. Solano St., San Miguel, Manil

[hrdbm4a@gmail.com](mailto:hrdbm4a@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**