

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

vacant positions, which are authorized to be filled at the Department of Budget and Management Regional Office IV-B.

GEMMA P. RIVERA
HRMO
Date: August 14, 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 / Area of Specialization/ Residency Requirement (if applicable)	
1	BUDGET AND MANAGEMENT SPECIALIST I	OSEC-DBMB-BMS1-3-2015	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, GEDSI) Organizational: (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management Functional: (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Database Management, Technical Writing)	DBM MIMAROPA Regional Office

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than August 26, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:

GEMMA P. RIVERA
Acting Chief Administrative Officer
2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy. Santa Cruz, Quezon City
grivera@dbm.gov.ph / dbm_ro4b@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.