

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

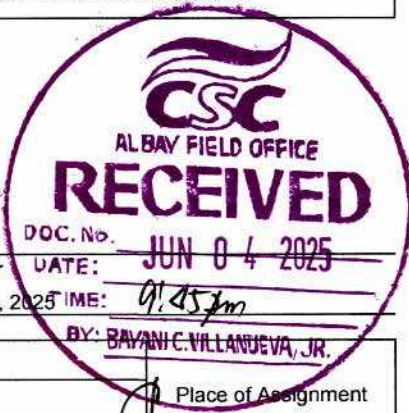
To: CIVIL SERVICE COMMISSION (CSC)

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:

JENNIFER B. BARCOMA
Acting Chief Administrative Officer

Date:

June 4, 2025



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	Budget and Management Specialist I	OSEC-DBMB-BMS1-522-2023	13	34,421	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 Regional Office V	
2	Budget and Management Specialist I	OSEC-DBMB-BMS1-525-2023	13	34,421	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 Regional Office V	
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-10-2021	9	23,226	Completion of two (2) years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First 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 Regional Office V	

Interested and qualified applicants should signify their interest in writing. Applicants are advised to send their application with the following documentary requirements to the address below not later than **June 14, 2025**.

1. Signed **APPLICATION LETTER**, indicating/specifying the title of the position applied for, salary grade, and plantilla item number, and addressed to:
- FRANCIS C. BAUTISTA**
Acting Director IV
Department of Budget and Management - Regional Office V
Regional Center Site, Rawis, Legazpi City

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

Electronic copy to be submitted to the CSC PFO must be in Microsoft Word format

DOC. No. _____
DATE: JUN 04 2025
TIME: 9:45 Am
BY: BAYANI C. VILLANUEVA, JR.

JENNIFER B. BARCOMA
Acting Chief Administrative Officer

Date: _____ June 4, 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					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	

2. Duly accomplished **PERSONAL DATA SHEET** (CS Form No. 212, Revised 2017) with recent ID picture taken within three (3) months prior to submission of application and subscribed and sworn to before an authorized administering officer (refer to Guide to Filling Out the Personal Data Sheet);

Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development (L&D) Interventions/Training Programs Attended), and absence of other substantial entries such as signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant with CSC Memorandum Circular No. 11, s. 2017 shall be grounds for exclusion from the recruitment process.

3. Signed **WORK EXPERIENCE SHEET** (as an attachment to CS Form No. 212, Revised 2017);

4. Photocopy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**;

5. Photocopy of **CERTIFICATE/S OF TRAINING/SEMINARS** attended;

6. Photocopy of **CERTIFICATE OF EMPLOYMENT** with actual duties and responsibilities;
For internal applicants, a certificate from a previous employer/government agency is required.

7. Photocopy of **REPORT OF RATING/LICENSE/CERTIFICATE OF ADMISSION TO THE BAR/CERTIFICATE OF ELIGIBILITY/ELIGIBILITY CARD** or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's Licensure Examination and Registration Information System, or Supreme Court of the Philippine's Lawyer's List; and

8. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT RATING** or its equivalent for the last rating period (if applicable).

Due to the large volume of applications we receive, only those who submitted the complete required documents and met **ALL** the required qualification standards will be contacted.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law.

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

JENNIFER B. BARCOMA
Acting Chief Administrative Officer
Department of Budget and Management - Regional Office V
dbm_ro5@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.