REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Gen. Solano St., San Miguel, Manila

BULLETIN OF VACANT POSITIONS

August 19, 2026

The Department of Budget and Management (DBM) is pleased to announce the following vacant **contractual** positions in the DBM Systems and Productivity Improvement Bureau for the implementation of the Government Optimization Program:

Position (Total No.)	:	**PROJECT DEVELOPMENT OFFICER III (1)**
Salary Grade	:	18
Monthly Salary	:	₱53,818.00

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	None required

Position (Total No.)	:	**PROJECT DEVELOPMENT OFFICER II (3)**
Salary Grade	:	15
Monthly Salary	:	₱42,178.00

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	None required

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 **September 3, 2026**:

1. Signed **APPLICATION LETTER**, indicating/specifying the title of the position applied for, salary grade, and the name of bureau/service/office where the vacancy is, and addressed to:

   KIM ROBERT C. DE LEON
   Acting Secretary
   Department of Budget and Management
   2nd Floor, Boncodin Hall
   General Solano Street, San Miguel, Manila

2. Duly accomplished **PERSONAL DATA SHEET** (CS Form No. 212, Revised 2026) 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 and attached CS Form No. 212, Revised 2026). ***The date of accomplishment and notarization must be within the application period.***

   Any inaccurate information affecting the applicant's qualification for the position being applied for (e.g., completion 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), or the absence of substantial entries such as the applicant's signature on each page and the signature of the authorized person administering the oath on page 4, which do not comply 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 2026). ***The date on the Work Experience Sheet should be the same as that on the Personal Data Sheet.***

   For internal applicants, the following documentary requirements, ***if not previously submitted to the Administrative Service-Human Resource Management Division,*** *must also be submitted together with the documents listed in items 1 to 3:*

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 **CERTIFICATION** issued by Commission on Higher Education that a one-year diploma post-graduate course acquired from foreign or local institution is equivalent to a master's degree or a degree obtained from foreign schools is equivalent to a bachelor's or master's degree, if applicable.

Applicants are also required to complete the **Online Recruitment Form** at https://www.dbm.gov.ph/index.php/careers.

Hard copies of the application and documentary requirements, which must be identical to those uploaded in the online recruitment form, must also be submitted to the address provided below.

Only applicants who complete the Online Recruitment Form, submit the hard copies of the application and documentary requirements, and meet ALL the required qualification standards will be contacted.

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.

QUALIFIED APPLICANTS are advised to hand in or send their application via courier to:

REZ C. RUZGAL
Chief Administrative Officer
Human Resource Management Division
Administrative Service
G/F DBM Building III, General Solano St., San Miguel, Manila
careers@dbm.gov.ph
+632 8657 3300 local 3109 or 3108

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

Digitally signed by
Aaron Alberto A.
Escalona

AARON ALBERTO A. ESCALONA
Officer-in-Charge Director IV, Administrative Service