

**Republic of the Philippines**  
**Department of Budget and Management**

**Bulletin of Vacant Positions**  
**NOV 20 2017**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Attorney III	ATY3-2-2017	21	₱573,348.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080 (Bar)		Legal Service
2	Budget and Management Specialist II	BMS2-10-2006 (Anticipated Vacancy)	16	₱360,528.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A
3	Budget and Management Specialist I	BMS1-51-2000 (Anticipated Vacancy)	13	₱279,084.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A
4	Budget and Management Specialist I	BMS1-71-2000 (Anticipated Vacancy)	13	₱279,084.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-A

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5	Budget and Management Specialist I	BMS1-45-2000 (Anticipated Vacancy)	13	₱279,084.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-B
6	Budget and Management Specialist II	BMS2-6-2010 (Anticipated Vacancy)	16	₱360,528.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-D
7	Budget and Management Specialist II	BMS2-12-2002 (Anticipated Vacancy)	16	₱360,528.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-E
8	Budget and Management Specialist II	BMS2-15-2002 (Anticipated Vacancy)	16	₱360,528.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Budget and Management Bureau-E
9	Supervising Budget and Management Specialist	SVBMS-11-2010	22	₱633,396.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		DBM Regional Office V

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Interested applicants may submit the following documents personally or through mail or courier to the address below or e-mail at [hcmd@dbm.gov.ph](mailto:hcmd@dbm.gov.ph), in the case of Central Office, or to the concerned Regional Director, in the case of Regional Offices, on or before **30 NOV 2017**

1. Application letter (indicating the position applied for, item number, and name of the bureau/service/office where the vacancy is)
2. Properly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with attached Work Experience Sheet
3. Curriculum vitae
4. Photocopy of transcript of records
5. Photocopy of diploma and/or certificate of graduation
6. Photocopy of authenticated copy of certificate of eligibility/bar or board rating/license
7. Photocopy of certificate of employment with actual duties and responsibilities (if applicable)
8. Photocopy of certificate of training/seminars attended
9. Photocopy of performance rating for the last two (2) rating periods (if applicable)

*\*Original documents must be on hand and ready once requested.*

**Send to:**

**Director RYAN S. LITA**  
 Administrative Service  
 Department of Budget and Management  
 G/F DBM Building III, General Solano St., San Miguel, Manila

**NOTE: Applicants must submit one (1) set of documents for every position being applied for. Applicants with incomplete submissions will not be processed. Further, only applicants who are shortlisted will be contacted. For inquiries, you may contact the Human Resource Management Division, Administrative Service at 735-4807 or 657-3300 local 3109.**