

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

Date of Publication
Electronic copy to be submitted to the CSC FO
must be in MS Excel format
Human Resources Division

27 JAN 2026

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the DEPARTMENT OF BUDGET AND MANAGEMENT:

REZ C. RUZGAL
HRMO

Date: 01/27/2026

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	Administrative Officer V	OSEC-DBMB- ADOF5-28-2004	18	53,818	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); Organizational (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility); Functional (Cash Management, Management of Accounts Payable, Cash Handling and Custodial Management)	Administrative Service- Cash Division
2	Attorney III	OSEC-DBMB- ATY3-2-2010	21	73,303	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	Core (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); Organizational (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility); Functional (Legislative Policy Analysis, Legal Advisory and Counselling, Legal Writing and Documentation, Investigation and Research)	Legal Service
3	Legal Assistant III	OSEC-DBMB- LEA3-25-2015	14	38,764	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional)/ Second Level Eligibility	Core (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); Organizational (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility); Functional (Legislative Policy Analysis, Legal Writing and Documentation, Investigation and Research, Paralegal Support and Case Preparation)	Legal Service

4	Legal Assistant III	OSEC-DBMB-LEA3-27-2015	14	38,764	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional)/ Second Level Eligibility	Core (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); Organizational (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility); Functional (Legislative Policy Analysis, Legal Writing and Documentation, Investigation and Research, Paralegal Support and Case Preparation)	Legal Service
5	Accountant III	OSEC-DBMB-A3-16-2025	19	59,153	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	Core (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); Organizational (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility); Functional (Public Financial Management Understanding, Financial Monitoring and Reporting, Fund Utilization and Resource Management)	DBM Negros Island Region

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 February 9, 2026.

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

ROLANDO U. TOLEDO
Acting Secretary
Department of Budget and Management
2nd Floor, Boncodin Hall
General Solano Street, San Miguel, Manila

Applicants may apply for a maximum of three (3) positions within the same posting period. However, they may be referred to offices other than their indicated preferences, based on organizational needs and the evaluation of their qualifications.

WHEN DECIDING WHERE TO APPLY, applicants are advised to read the Functional Statements of the DBM bureaus, services, and offices. This information is available on the DBM website under the "ABOUT THE DBM" tab, specifically in the "Functional Statements" sub-tab, and can be accessed directly at <https://www.dbm.gov.ph/index.php/functional-statements>.

2. Duly accomplished **PERSONAL DATA SHEET** (CS Form No. 212, Revised 2025) 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 2025). **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 2025). *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 **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 Philippines Lawyer's List.
8. 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.
9. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT** or its equivalent for the last rating period (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 (EEO). 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 or email 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

Publication Request # 2

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