

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Date of Publication
GLADYS GRACE B. RIVER
Human Resource Specialist

MAY 25 2026

To: CIVIL SERVICE COMMISSION (CSC)

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:

AGNES D. CORTEZ
AGNES D. CORTEZ
HRMO
- FO Office of the President

Date: May 25, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place Assign
					Education	Training	Experience	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
1	Senior Budget and Management Specialist	OSEC-DBMB-SRBMS-41-2016	19	59153	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) Leadership (Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization) Functional (Public Financial Management Understanding, Results-based Budgeting and Planning, Budget Execution and Monitoring, Organization and Staffing Evaluation)	DBM-

2	Administrative Officer III (Cashier II)	OSEC-DBMB-ADOF3-15-2015	14	38764	Bachelor's degree	4 hours of relevant training	1 year 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)	DBM.
3	Budget and Management Specialist I	OSEC-DBMB-BMS1-505-2023	13	36125	Bachelor's degree relevant to the job	None required	None required	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 (Public Financial Management Understanding, Results-based Budgeting and Planning, Budget Execution and Monitoring, Organization and Staffing Evaluation)	DBM.
4	Administrative Officer II (HRMO I)	OSEC-DBMB-ADOF2-29-2016	11	31705	Bachelor's degree	None required	None required	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 (Talent Sourcing and Attraction, Onboarding and Employee Integration, Performance Monitoring and Compliance)	DBM.

5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3- 6-2021	9	24329	Completion of 2 years of studies in college (prior to 2018), OR Completion of in Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Core (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence) Organizational (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility) Functional (Financial Monitoring and Reporting, Financial Systems Implementation and Control)	DBM
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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 June 4, 2026

1. Signed application letter indicating the position applied for and the item number. Address it to:

DIRECTOR RUBY P. MURO

Director IV
Department of Budget and Management - National Capital Region
2F Arcache Building, General Solano Street, San Miguel, Manila 1005

2. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with a recent ID picture, subscribed and sworn to before an authorized administering officer. Please note that the date of accomplishment and notarization must fall within the application period;
3. Signed Work Experience Sheet (attachment to CS Form No. 212, Revised 2025). The date of accomplishment must be the same as that indicated on the Personal Data Sheet;
4. Photocopy of Certificate of eligibility/rating/license;
5. Photocopy of Diploma;
6. Photocopy of Transcript of Records;
7. Photocopy of Training Certificates;
8. Photocopy of Certificate of Employment; and
9. Photocopy of Individual Performance Accomplishment Report or its equivalent for the most recent rating period (if applicable)

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 compile all required documents into one (1) PDF file and submit them through the DBM NCR Online Application Form via this link:

DBM-NCR Online Application Form

<https://bit.ly/DBMNCRcareers>

For any questions or clarifications, please email us at:

jguimong@dbm.gov.ph

**Publication Request
No. 2026-03**

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