

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

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 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**  
HRMO

Date: February 11, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer III (Records Officer II)	OSEC-DBMB-ADOF3-32-2016	14	38,764	Bachelor's degree relevant to the job	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 (Records Governance and Compliance, Records Organization and Control, Records Processing Management)	DBM-NCR

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 February 21, 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. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed (For applicants external to DBM, PDS should be notarized);
3. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);

4. Hard copy or electronic copy of proof of eligibility/rating/license;
5. Hard copy or electronic copy of proof of training certificates (if applicable);
6. Hard copy or electronic copy of Certificate of Employment (if applicable);
7. Hard copy or electronic copy of Transcript of Records; and
8. Hard copy or electronic copy of Diploma.

*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 hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

RUBY P. MURO

Director IV

2F Arcache Building, General Solano Street, San Miguel, Manila

dbmncr@dbm.gov.ph

**Publication Request 02  
CY 2026**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.