

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:

  
NYMPHA R. MANALASTAS  
Regional Director

Date May 18, 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	Accountant III	OSEC-DBMB-A3-13-2000	19	59153	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	<b>Core Competencies</b> Commitment to Public Service Inclusivity Integrity Performance Excellence  <b>Organizational Competencies</b> Digital Literacy Organizational Awareness and Alignment Personal Resilience Strategic Agility  <b>Functional Competencies</b> Public Financial Management Understanding Financial Monitoring and Reporting Fund Utilization and Resource Management	DBM RO IV-A
2	Administrative Assistant III (Secretary II)	Contractual	9	24329	Completion of 2 years of studies in college (prior to 2018)  OR  Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	<b>Core Competencies</b> Commitment to Public Service Inclusivity Integrity Performance Excellence  <b>Organizational Competencies</b> Digital Literacy Organizational Awareness and Alignment Personal Resilience Strategic Agility  <b>Functional Competencies</b> Administrative Operations Management Records Processing Management Records Organization and Control	DBM RO IV-A

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 May 28, 2026

1. Signed **APPLICATION LETTER**, indicating/specifying the title of the position applied for, salary grade, plantilla item number and addressed to

**NYMPHA R. MANALASTAS**  
Regional Director, Director IV  
Department of Budget and Management

Regional Office IV-A CALABARZON  
Arcache Building, Gen. Solano St., cor. Nepomuceno St., San Miguel Manila

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;
4. Photocopy or electronic copy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**;
5. Photocopy or electronic copy of **CERTIFICATE/S OF TRAINING/SEMINARS** attended;
6. Photocopy or electronic copy of **CERTIFICATE OF EMPLOYMENT** with actual duties and responsibilities;
7. Photocopy or electronic copy of **PERFORMANCE RATING** in the last rating period (if applicable); and
8. Photocopy or electronic copy of proof of **ELIGIBILITY/RATING/LICENSE**

*This Department of Budget and Management Regional Office IV-A 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.

**NYPHA R. MANALASTAS**

Director IV, Regional Director

2/F Arcache Building, Gen. Solano St. cor. Nepomuceno St., San Miguel,  
Manila

(02) 8657-3300 local 8014 / ro4careers@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.