

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

**Civil Service Commission – RO2**  
**CAGAYAN-BATANES FIELD OFFICE**

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

Control No.: 26-05-331  
Date/Time: MAY 21 2026  
Rcvg. Officer: Baby Khrizelyn S. Calimag  
Human Resource Specialist II

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:

**MAXWELL JAN M. LIQUIGAN**  
AO II (HRMO I)

Date: May 21, 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	Accountant III	OSEC-DBMB-A3-11-2000	19	59,153.00	Bachelor's Degree in Accountancy/ in Commerce major in Accounting/Business Administration major in Accounting	8 hours relevant training	2 years of relevant experience	RA 1080 (CPA)	<b>Core Competencies</b> -Commitment to Public Service, Inclusivity, Integrity, Performance Excellence  <b>Organization 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 RO2
2	Computer Maintenance Technologist I	OSEC-DBMB-CTMT1-20-2021	11	31,705.00	Bachelor's Degree relevant to the job	None required	None required	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> -Technical Support and Client Orientation, ICT Infrastructure Management	DBM RO2
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DBMB-ADAS3-17-2021	9	24,329.00	Completion of two-year studies in College, or  High School Graduate with relevant vocation	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/First 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> -Financial Monitoring and Reporting, Financial Systems Implementation and Control	DBM RO2
4	Administrative Assistant III (Secretary II)	Contractual	9	24,329.00	Completion of two-year studies in College, or  High School Graduate with relevant vocation	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/First 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 RO2

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 June 11, 2026.

1. Signed APPLICATION LETTER indicating the title of the position applied for, salary grade, and plantilla item number. Applicants are also encouraged to accomplish the DBM RO2 Online Recruitment Form through the link below:

<https://forms.cloud.microsoft/r/zcSdZvKd9B>

2. Fully accomplished PERSONAL DATA SHEET (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CSC Form No. 212, Revised 2025); digitally signed or electronically signed;
3. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
4. Hard copy or electronic copy of CERTIFICATE/S OF TRAINING/SEMINARS attended (if applicable);
5. Hard copy or electronic copy of proof of eligibility/rating/license;
6. Hard copy or electronic copy of CERTIFICATE OF EMPLOYMENT with actual duties and responsibilities (if applicable); and
7. Hard copy or electronic copy of Transcript of Records.

*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:

JOSE C. PAMITTAN

Acting Director IV

Carig Sur, Tuguegarao City

dbm\_ro2@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.