

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:



**CAGAYAN-BATANES FIELD OFFICE**

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

**RECEIVED**

Control No.: 26-2-135

Date/Time: FEB 18 2026

Received by: NYMPHA B. CANICULA  
HRMO  
Receiving Officer

REZY JOY B. PINGAD-TAGUIBAO  
HRMO

Date:

February 18, 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 Assistant III (Secretary II)	Contractual	9	P 24,329.00	Completion of 2 years of studies in college; or Completion of Grade 12/Senior High School	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
2	Budget and Management Specialist I	OSEC-DBMB-BMS1-514-2023	13	P 36,125.00	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> Public Financial Management Understanding Results-based Budgeting and Planning Budget Execution and Monitoring Organization and Staffing Evaluation	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 February 28, 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.office.com/r/03wPEMrPPm>

2. Fully accomplished PERSONAL DATA SHEET with Work Experience and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;

3. Hard copy or electronic copy of TRANSCRIPT OF RECORDS;
4. Hard copy or electronic copy of CERTIFICATE/S OF TRAINING/SEMINARS attended, if any;
5. Hard copy or electronic copy of CERTIFICATE OF EMPLOYMENT with actual duties and responsibilities, if any;
6. Hard copy or electronic copy of proof of eligibility/rating/license; and
7. Hard copy or electronic copy of PERFORMANCE RATING in the last 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 hand in or send through courier/email their application to:

JOSE C. PAMITTAN

Acting Director

Carig Sur, Tuguegarao City

[\(078\)377-6137/dbm\\_ro2@dbm.gov.ph](mailto:(078)377-6137/dbm_ro2@dbm.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.