*CS Form No. 9*
*Revised 2025*

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

Civil Service Commission – RO2
CAGAYAN FIELD OFFICE
RECEIVED
Control No.:
Date/Time: OCT 15 2026
Rcvg.Officer: MA SOCORRO A. TAMAYO
Supervising HRS

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 position, which are authorized to be filled at the DEPARTMENT OF BUDGET AND MANAGEMENT:

MAXWELL JAN M. LIQUIGAN
AO II (HRMO I)

Date: October 15, 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 | Budget and Management Specialist II | OSEC-DBMB-BMS2-38-2016 | 16 | 45,694.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/Second Level Eligibility | **Core Competencies**<br>-Commitment to Public Service, Inclusivity, Integrity, Performance Excellence<br><br>**Organizational Competencies**<br>-Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility<br><br>**Functional Competencies**<br>-Public Financial Management Understanding, Results-based Budgeting and Planning, Budget Execution and Monitoring, Organizational and Staffing Evaluation | DBM RO2 |

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 **October 26, 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. Duly accomplished PERSONAL DATA SHEET (CS Form No. 212, Revised 2026) with recent ID picture taken within three (3) months prior to submission of application;
3. Signed WORK EXPERIENCE SHEET (as an attachment to CS Form No. 212, Revised 2026);
4. Photocopy of DIPLOMA and TRANSCRIPT OF RECORDS;
5. Photocopy of CERTIFICATE/S OF TRAINING/SEMINARS attended;
6. Photocopy of CERTIFICATE OF EMPLOYMENT with actual duties and responsibilities;
7. Photocopy of AUTHENTICATED CERTIFICATE OF ELIGIBILITY OR BOARD RATING AND/OR LICENSE issued by the Civil Service Commission (CSC), the Professional Regulation Commission, or the Supreme Court, as applicable;
8. Photocopy of CERTIFICATION issued by the Commission on Higher Education that a one-year diploma post-graduate course acquired from foreign or local institution is equivalent to a master's degree or a degree obtained from foreign schools is equivalent to a bachelor's or master's degree, if applicable; and
9. Photocopy of INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT or its equivalent for the last rating period.

JOSE C. PAMITTAN
OIC Director IV
Carig Sur, Tuguegarao City
dbm_ro2@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.