CS Form No. 9
Revised 2025

RO4-RZL-APPT

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CSC-CRIZAL

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OCT 21 2026

Name: Dinahlyn G. Longatang

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:

JOHN SERGIO A. HERNANDEZ
Administrative Officer II (HRMO II)

Date: October 20, 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 Officer III (Records Officer II)	OSEC-DBMB-ADOF3-20-2016	14	PHP 38,764.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	**Core** (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); **Organizational** (Digital Literacy, Organizational Awarenss and Alignment, Personal Resilience, Strategic Agility); **Functional** (Records Governance and Compliance, Records Organization and Control, Record Processing Management)	DBM RO IV-A CALABARZON, San Miguel, Manila
2	Budget and Management Specialist I	OSEC DBMB BMS1 2-2013	13	PHP 36,125.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	**Core** (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); **Organizational** (Digital Literacy, Organizational Awarenss and Alignment, Personal Resilience, Strategic Agility); **Functional** (Public Financial Management Understanding, Results-based Budgeting and Planning, Budget Execution and Monitoring, Organizational and Staffing Evaluation)	DBM RO IV-A CALABARZON, San Miguel, Manila
3	Budget and Management Specialist I	OSEC-DBMB-BMS1-4-2015	13	PHP 36,125.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	**Core** (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); **Organizational** (Digital Literacy, Organizational Awarenss and Alignment, Personal Resilience, Strategic Agility); **Functional** (Public Financial Management Understanding, Results-based Budgeting and Planning, Budget Execution and Monitoring, Organizational and Staffing Evaluation)	DBM RO IV-A CALABARZON, San Miguel, Manila

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 31, 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 2026) 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 2026). **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 2026). 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:

NYMPHA R. MANALASTAS
Director IV, Regional Director
2/F Arcache Building, Gen. Solano St. cor. Nepomuceno St., San Miguel, Manila
(02) 8657-3300 local 8014 / ro4acareers@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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JOHN SERGIO A. HERNANDEZ
Administrative Officer II (HRMO I)

Dinallyn G. Longatang

Date: October 20, 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 Officer IV	OSEC-DBMB-ADOF4-11-2026	15	PHP 42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	**Core** (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); **Organizational** (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility); **Functional** (Public Financial Management Understanding, Procurement Planning and Strategy, Financial Monitoring and Reporting, Budget Formulation and Preparation); **General Function** (Budgeting, and Procurement Planning and Contract Management in line with RA No. 12009)	DBM RO IV-A CALABARZON, San Miguel, Manila
2	Administrative Officer IV	OSEC-DBMB-ADOF4-12-2026	15	PHP 42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	**Core** (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence); **Organizational** (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility); **Functional** (Talent Sourcing and Attraction, Learning Needs Analysis, Performance Monitoring and Compliance, Rewards and Recognition Management); **General Function** (Human Resource Management, and Learning and Development)	DBM RO IV-A CALABARZON, San Miguel, Manila

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