

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:

GEMMA P. RIVERA

HRMO

Date: 28-Apr-26

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 II	OSEC-DBMB-ADOF2-35-2004	11	31705	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	CORE (Commitment to Public Service, Inclusivity, Integrity, and Performance Excellence) ORGANIZATIONAL (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, and Strategic Agility) FUNCTIONAL (Talent Sourcing and Attraction , Onboarding and Employee Integration , and Performance Monitoring and Compliance)	DBM MIMAROPA Regional Office

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 13, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license;
4. Hard copy or electronic copy of Diploma and Transcript of Records;
5. Hard copy or electronic copy of certificate of training/seminars attended; and
6. Hard copy or electronic of certificate of employment with actual duties and responsibilities (external applicants).

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:

GEMMA P. RIVERA

Acting Chief Administrative Officer

C1 and 2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy.

Santa Cruz, Quezon City

grivera@dbm.gov.ph / dbm_ro4b@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.