

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: 13-Jan-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 III (Supply Officer)	OSEC-DBMB-ADOF3-6-2010	14	37024	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/ Second Level Eligibility	CORE (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, and GEDSI) ORGANIZATIONAL (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, and Data Management) FUNCTIONAL (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Accounts Reconciliation, Supplier and Contract Management, Generating Reports, Correspondence, and Documentation, Records Management, Continuous Regulatory 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 January 25, 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 copy 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.