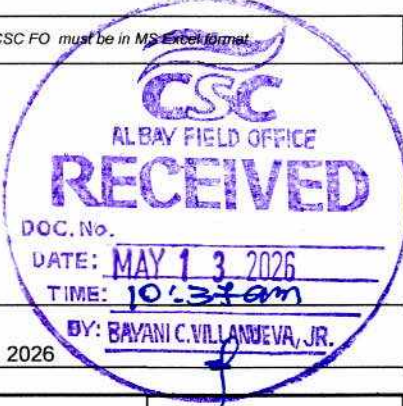


Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Request for Publication of Vacant Positions



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:

JENNIFER S. BARCOMA
Chief Administrative Officer

Date: May 13, 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 I	OSEC-DBMB-BMS1-524-2023	13	36,125	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 Awareness and Alignment, Personal Resilience, Strategic Agility) Functional (Public Financial Management Understanding, Results-Based Budgeting and Planning, Budget Execution and Monitoring, Organization and Staffing Evaluation)	DBM Regional Office V
2	Administrative Assistant III (Secretary II)	Contractual	9	24,329	Completion of two (2) years of studies in college	None	None	Civil Service Subprofessional (First Level Eligibility)	Core (Commitment to Public Service, Inclusivity, Integrity, Performance Excellence) Organizational (Digital Literacy, Organizational Awareness and Alignment, Personal Resilience, Strategic Agility) Functional (Administrative Operations Management, Records Processing Management, Records Organization and Control)	DBM Regional Office V

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 23, 2026

- Signed **APPLICATION LETTER**, indicating/specifying the title of the position applied for, salary grade, and plantilla item number, and addressed to:
FRANCIS C. BAUTISTA
Director III
Department of Budget and Management - Regional Office V
Regional Center Site, Rawis, Legazpi City
- 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;
Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment 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), and absence of other substantial entries such as signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant with CSC Memorandum Circular No. 11, s. 2017 shall be grounds for exclusion from the recruitment process.

3. Photocopy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**;
4. Photocopy of **CERTIFICATE/S OF TRAINING/SEMINARS** attended;
5. Photocopy of **CERTIFICATE OF EMPLOYMENT** with actual duties and responsibilities;
Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility),
6. Photocopy of **REPORT OF RATING/LICENSE/CERTIFICATE OF ADMISSION TO THE BAR/CERTIFICATE OF ELIGIBILITY/ELIGIBILITY CARD** or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's Licensure Examination and Registration Information System, or Supreme Court of the Philippine's Lawyer's List; and
7. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT RATING** or its equivalent for the last rating period (if applicable).

Due to the large volume of applications we receive, only those who submitted the complete required documents and met **ALL** the required qualification standards will be contacted.

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:

JENNIFER B. BARCOMA

Chief Administrative Officer

Department of Budget and Management - Regional Office V

dbm_ro5@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.