

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

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

FO-CEBU NORTH
9th Floor, CSC RO VII Building
Sudlon, Lahug, Cebu City
Telephone No: (032) 414-6789

RECEIVED

Date: **NOV 18 2025**

Time: 7:30pm


Unique Transaction No. _____

FC: _____

By: **MATTHEW BAWAGAN**
Personnel Specialist I

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:


MARICOR U. BAQUIAL
Head of Agency
Date: November 18, 2025

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 Assistant III (Senior Bookkeeper)	ADAS3-16-2021	9	23,226	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofession al) / First Level Eligibility	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Achievement Orientation, Interpersonal Skills, Records Management, Generating Reports, Correspondence and Documentation)	DBM ROVII, Cebu City

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 November 28, 2025

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; and
4. Hard copy or electronic copy of Transcript of Records.

*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:

MARICOR U. BAQUIAL
Acting Director IV
Sudlon, Lahug, Cebu City
(032) 503-5594/ dbm_ro7@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.