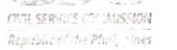


Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
(Select Agency Name)
Request for Publication of Vacant Positions



CSC FO-LEYTE I

ACKNOWLEDGEMENT RECEIPT

Unique ID No.
Date and Time of Receipt: **16 JAN 2026 2:50 P.M.**
Receiving Officer: **ROGELIO B. RAMOS**
SENIOR HUMAN RESOURCE SPECIALIST

EMILIO M. ALBOS III
HRMO

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 (Select Agency Name):

Date: January 16, 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 II	OSEC-DBMB-BMS2-45-2016	16	43,560	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second Level Eligibility)	Core (Integrity, Patriotism, Performance Excellence, Professionalism, Collaboration and Teamwork, Communication, Gender Equality, Disability and Social Inclusion (GEDSI)) Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Risk Analysis, Policy Formulation, Partnering with other Government Agencies)	Technical Division

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 26, 2026.

1. Signed Application letter (indicating the position applied for, salary grade, plantilla item number, and name of the bureau/service/office where the vacancy is);
2. 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. For applicants external to DBM, PDS should be subscribed and sworn to before the Notary Public. ;
3. Signed Work Experience Sheet (as an attachment to CS Form No. 212, Revised 2025) which can be downloaded at www.csc.gov.ph;
4. Hard copy or electronic copy of Transcript of Records.
5. Hard copy or electronic copy of certificate of diploma and/or certificate of graduation;
6. Hard copy or electronic copy of proof of eligibility/rating/license;
7. Hard copy or electronic copy of certificate of employment with actual duties and responsibilities;
8. Hard copy or electronic copy of certificate of trainings/seminars attended; and
9. Hard copy or electronic copy of Performance rating in the last rating period;

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:

IMELDA C. LACERAS, CESO III

Director IV

Barangay 77 Marasbaras, Tacloban City

dbmro8@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.