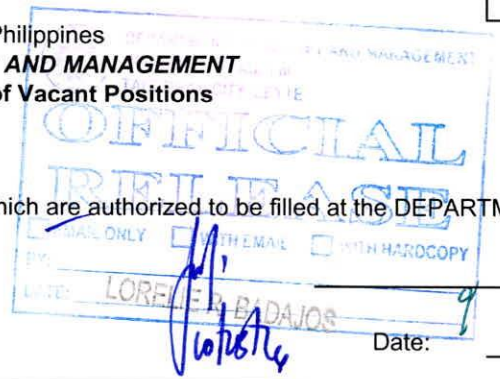
CS Form No. 9
Revised 2025

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

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:

EMILIO M. ALBOS III
HRMO
Date: October 28, 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	Administrative Assistant III (Secretary II)	Contractual	9	24329	Completion of two years studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	None required	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)	Office of the Regional Director

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 07, 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 recent passport-sized picture taken within three (3) months prior to submission of application and subscribed and sworn to before an authorized officer (CS Form No. 212, Revised 2026). For applicants external to DBM, PDS should be subscribed and sworn to before the Notary Public.
3. Signed Work Experience Sheet (as an attachment toCS Form No. 212, Revised 2026) which can be downloaded at www.csc.gov.ph.;
4. Photocopy of Transcript of Records, if applicable;
5. Photocopy of certificate of diploma and/or certificate of graduation, if applicable;
6. Photocopy of certificate of employment with actual duties and responsibilities, if applicable;
7. Photocopy of certificate of trainings/seminars attended, if applicable;
8. Photocopy of performance rating for the last rating period (if applicable); and
9. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender idenity and expression (SOGIE).

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:

ALELI N. HERNANDEZ
OIC-Director IV
Barangay 77 Marasbaras, Tacloban City
dbmro8@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.