

Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Request for Publication of Vacant Positions

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



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 FINANCE:

*Maria Carmela P. Romerosa*  
**MARIA CARMELA P. ROMEROSA**

Chief Administrative Officer, Human Resource Management and Development Division

Date: February 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	Administrative Assistant II (Human Resource Management Assistant)	OSEC-DOFB-ADAS2-15-2005	8	22423	Completion of 2 years of 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	Career Service Subprofessional/ First Level Eligibility	Core Competencies: 1. Commitment to Service Excellence - The ability to provide efficient, effective and excellent service to all clients and stakeholders of the Department of Finance while adhering to public service excellence. <i>Level: Basic</i>  2. Effective Verbal Communication - The ability to convey ideas verbally in a clear, concise, and coherent manner in order to communicate organizational information and support business development activities. <i>Level: Basic</i> 3. Effective Written Communication - The ability to convey <i>Level: Basic</i> 4. Exemplifying Integrity - The ability to adhere and uphold <i>Level: Basic</i> 5. Problem Solving And Decision Making - The ability to <i>Level: Basic</i>	Central Administration 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 February 26, 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; 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:

Maria Carmela P. Romerosa  
Chief Administrative Officer, HRMDD  
Department of Finance, Roxas Blvd.  
Cor. Pablo Ocampo Sr. St., Manila  
[careers@dof.gov.ph](mailto:careers@dof.gov.ph) 5317-6363 loc. 2115