



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Muralla St., Intramuros, Manila



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 05 January 2017

FINANCIAL AND MANAGEMENT SERVICE

Requirements:

1. Application letter addressed to OIC-Director Miclat indicating the position applied for and the item number.

OIC-Director WARREN M. MICLAT

Financial and Management Service

3rd Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable); and,
6. Certificate of seminars/trainings attended (if applicable).

Note: Only qualified applicants with complete requirements will be processed.

Position Title	: ACCOUNTANT III Republication
Item No/s.	: A3-18-1998
No. of Position/s	: 1
Division	: Accounting Division
Salary Grade	: 19 (P 36,409)

Job Qualifications

- Education : Bachelor degree in Commerce/Business Administration major in Accounting
- Experience : Two (2) years of relevant experience
- Training : Eight (8) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : RA 1080 (CPA)

Brief Description of the Position

Under general supervision, implements financial policies, programs and standards relating to the management of the allotments expenditures and collection of the office.

Position Title	: ADMINISTRATIVE OFFICER IV (Budget Officer II) Republication
Item No/s.	: ADOF4-60-2004
No. of Position/s	: 1
Division	: Management Division
Salary Grade	: 15 (P 26,192)

Job Qualifications

- Education : Bachelor's degree relevant to the job
- Experience : One (1) year of relevant experience
- Training : Four (4) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional of Second Level eligibility

Brief Description of the Position

Under general supervision, assists in budget preparation, executing reporting activities and undertakes appropriate action on funds allocation to safeguard assets in conformity with the existing fiscal policies, on legal requirements and does related work.

Position Title	:	ACCOUNTANT II Republication
Item No/s.	:	A2-7-1998; A2-9-1998
No. of Position/s	:	2
Division	:	Accounting Division
Salary Grade	:	16 (P 36,409)

Job Qualifications

- Education : Bachelor's degree relevant to the job
- Experience : Two (2) years of relevant experience
- Training : Eight (8) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : RA 1080 (CPA)

Brief Description of the Position

Under general supervision, assists in the implementation of the financial policies, programs and standards relating to the management of the allotment expenditures and collections of the office and does related work.

****nothing follows****