



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 19 February 2018

FINANCIAL AND MANAGEMENT SERVICE

Requirements:

1. Application letter addressed to Dir. Micalat indicating the position applied for and the item number.

Director WARREN M. MICLAT

Financial and Management Service

4th 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);
6. Certificate of seminars/trainings attended (if applicable); and,
7. Statement of duties and responsibilities which indicates the management and supervisory experience – for managerial and supervisory positions (if applicable).

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

Position Title	: CHIEF ADMINISTRATIVE OFFICER (Budget Officer V) Republication
Item No/s.	: CADOF-46-2004
No. of Position/s	: 1
Division	: Budget Division
Salary Grade	: 24 (P 73,299)

Job Qualifications

- Education : Master's degree OR Certificate in Leadership and Management from the CSC
- Experience : Four (4) years of supervisory/management experience
- Training : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years conducted by the CSC-Accredited Training Institutions
- Eligibility : CS Professional or 2nd Level eligibility

Brief Description of the Position

Supervises the budget preparation, execution and reporting of the Department with complex budgeting operations and recommends appropriate action on the allocation of funds to safeguard assets and conform with the existing fiscal policies, programs and legal requirements.

Position Title	: CHIEF ADMINISTRATIVE OFFICER (Management and Audit Analyst V) Republication
Item No/s.	: CADOF-49-2004
No. of Position/s	: 1
Division	: Budget Division
Salary Grade	: 24 (P 73,299)

Job Qualifications

- Education : Master's degree OR Certificate in Leadership and Management from the CSC
- Experience : Four (4) years of supervisory/management experience
- Training : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years conducted by the CSC-Accredited Training Institutions
- Eligibility : CS Professional or 2nd Level eligibility

Brief Description of the Position

Under direction, provides policy guidelines/formulates policies toward increased efficiency, effectiveness and economy in operations, including policies as a result of audit/assessment/systems review; maintains and updates manuals of operations for all major processes.

Position Title	: ACCOUNTANT III Republication
Item No/s.	: A3-18-1998
No. of Position/s	: 1
Division	: Accounting Division
Salary Grade	: 19 (P 42,099)

Job Qualifications

- Education : Bachelor in Accountancy, Commerce or Business major in Accounting
- Experience : Two (2) years of relevant experience
- Training : Eight (8) hours of relevant training conducted by the CSC-Accredited Training Institutions
- Eligibility : RA 1080 (CPA)

Brief Description of the Position

Implements financial policies, programs and standards relating to the management of the allotments expenditures and collection of the office.

Position Title	: ACCOUNTANT II Republication
Item No/s.	: A2-9-1998
No. of Position/s	: 1
Division	: Accounting Division
Salary Grade	: 16 (P 31,765)

Job Qualifications

- Education : Bachelor in Accountancy, Commerce or Business major in Accounting
- Experience : One (1) year of relevant experience
- Training : Four (4) hours of relevant training conducted by the CSC-Accredited Training Institutions
- Eligibility : RA 1080 (CPA)

Brief Description of the Position

Assists in the implementations of financial policies, programs and standards relating to the management of the allotments, expenditures and collections of the offices.

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 29,010)

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 CSC-Accredited Training Institutions
- Eligibility : CS Professional or 2nd 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.

Position Title	: ADMINISTRATIVE OFFICER II (Budget Officer I) Republication
Item No/s.	: ADOF2-60-2004
No. of Position/s	: 1
Division	: Budget Division
Salary Grade	: 11 (P 20,179)

Job Qualifications

- Education : Bachelor’s degree relevant to the job
- Experience : None required
- Training : None required
- Eligibility : CS Professional or 2nd Level eligibility

Brief Description of the Position

Assists in rendering budgeting services and undertakes appropriate action on the allocation of financial resources to support existing fiscal policies and programs.

****nothing follows****