



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. MICALAT**

Financial and Management Service

4<sup>th</sup> 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.**

<b>Position Title</b>	: <b>CHIEF ADMINISTRATIVE OFFICER (Budget Officer V) Republication</b>
<b>Item No/s.</b>	: CADOF-46-2004
<b>No. of Position/s</b>	: 1
<b>Division</b>	: Budget Division
<b>Salary Grade</b>	: 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 2<sup>nd</sup> 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.

<b>Position Title</b>	: <b>CHIEF ADMINISTRATIVE OFFICER (Management and Audit Analyst V) Republication</b>
<b>Item No/s.</b>	: CADOF-49-2004
<b>No. of Position/s</b>	: 1
<b>Division</b>	: Budget Division
<b>Salary Grade</b>	: 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 2<sup>nd</sup> 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.

<b>Position Title</b>	:	<b>ADMINISTRATIVE OFFICER IV (Budget Officer II) Republication</b>
<b>Item No/s.</b>	:	ADOF4-60-2004
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Management Division
<b>Salary Grade</b>	:	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 2<sup>nd</sup> 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.

\*\*\*\*nothing follows\*\*\*\*