



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



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 17 August 2016

### **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  
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); and,
6. Certificate of seminars/trainings attended (if applicable).

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

<b>Position Title</b>	:	<b>ADMINISTRATIVE OFFICER II (Budget Officer I)</b> Republication
<b>Item No/s.</b>	:	ADOF2-60-2004
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Budget Division
<b>Salary Grade</b>	:	11 (P 19,077)

**Job Qualifications**

Education : Bachelor degree relevant to the job

Eligibility : CS-P or Second 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 and does related work.

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