



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 14 September 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
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 56,610)

Job Qualifications

- Education : Master's degree OR Certificate in Leadership and Management from the CSC
- Experience : Four (4) years in position involving management and supervision
- Training : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional or Second 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.

*****nothing follows*****