

Date: October 21, 2019

No.	Position Title ( <b>Parentetical Title, if applicable</b> )	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-37-2008	18	Php40,637.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Cordillera Administrative Region (Finance and Administrative Division)	1. Prepares the annual budget estimates for the region and monitors the implementation of the approved budget; 2. Prepares the regional budget estimates for cash advances, conduct of various licensure examinations, and other office activities for the issuance of cash advances to the Disbursing Officer; 3. Attends budget hearings on regional budget proposal, as needed; 4. Advises the head of office and the Chief of the Divisions on financial and budgetary concerns; 5. Prepares Obligation Request and Status and Disbursement Vouchers; 6. Analyzes agency expenditures and recommends corresponding cost economy measures if necessary; 7. Formulates the annual budget proposal, regional action plan, work and financial plans, and project procurement management plan; 8. Reconciles and prepares reports on the status of appropriation of fund and keeps systematic records of funds release; 9. Maintains records of funds and prepares periodic reports; 10. Performs quality management system functions; and 11. Performs other related functions.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 19-November-2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**IVY D. GAYON**  
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 Administrative Officer V (HRMO III)  
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 Pine Lake View Building, No. 09 Otek Street,  
 corner Benjamin R. Salvosa Drive, Brgy. Rizal  
 Monument, Baguio City, 2600  
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[prcbaguio.hr@gmail.com](mailto:prcbaguio.hr@gmail.com)  
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.