

Position Title : **Administrative Officer**
Place of Assignment : Budget and Management Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,
1008 Metro Manila

Qualifications :
Eligibility : Career Service (Professional) / Second Level Eligibility
Education : Bachelor's degree relevant to the job
Training : N/A
Work Experience : N/A

Job Description

1. Assists in the preparation, reproduction, and formulation of the annual supplement and special budgets
2. Gathers information and statistical data required in the annual budget preparation and fills up appropriate budget forms
3. Examines items on proposed expenditures and assists in controlling allocation of funds
4. Assists in coordinating with services, regional offices, and counterpart units relative to the submission of financial reports, requests for allotments, and budget proposals
5. Prepares periodic and required reports by agency officials and other government offices
6. Processes various claims
7. Performs other related functions

Salary

- Equivalent to SG 11 (₱27,000)

Mode of Employment

- Job Order (1 year)

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of Transcript of Records
3. NBI Clearance
4. TIN

Qualified applicants are advised to send through email their application not later than 10 March 2023 to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com

