

**Position Title** : **Technical Staff (Budget and Procurement)**  
**Place of Assignment** : PMFS Office of the Director  
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 (preferred)  
Training : Budget and Procurement (preferred)  
Work Experience : Budget and Procurement (preferred)

**Job Description**

1. Drafts memoranda, certifications and other official letters
2. Assist in the documentation of projects relative to planning, management, and financial concerns
3. Assist in the documentation of projects relative to Committees where the Director is involved

**Salary**

- Equivalent to SG 14 (P33,843)

**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](http://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](mailto:prcrecruitmentapp@gmail.com)

