

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:	None Required
Education:	Bachelor’s degree relevant to the job
Training:	4 hours of relevant training
Work Experience:	1-year relevant experience

Job Description

1. Assist in the preparation, reproduction, and reformulation 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 assist in controlling allocation of funds,
4. Assist in coordinating with services, regional offices, and counterpart units relative to the submission of financial reports, request for allotments, and budget proposals,
5. Prepares periodic and required reports by agency officials and other government offices,
6. Processes various claims,
7. Perform other related functions.

Salary

Equivalent to SG 11 or Php 27,000.00/month

Mode of Employment

Job Order

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

- 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
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **31 May 2023** to:

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