

Position Title : One (1) Administrative Officer III
(Technical Staff – Budget and Procurement)

Place of Assignment : PMFS Office of the Director
P. Paredes, Nicanor Reyes St, Sampaloc, Manila, 1008
Metro Manila

Qualifications:

Education : Bachelor's Degree relevant to the Job (preferred)
Eligibility : Career Service (Professional)/Second Level Eligibility
Experience : Budget and Procurement Preferred
Training : Budget and Procurement Preferred

Job Description

- Draft memoranda, certifications and other official letters;
- Assist in the documentation of projects relative to planning, management, and financial concerns;
- Assist in the documentation of projects relative to Committees where the Director is involved; and
- Perform other duties assigned from time to time

Salary

Equivalent to SG 14 (P33, 843.00)

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 **20 July 2023** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila_

prcrecruitmentapp@gmail.com