



WE'RE HIRING!

Requirements for all Positions

Interested and qualified applicants are requested to submit the following application requirements to the Human Resource Section not later than **February 19, 2023 at 5:00 o'clock in the afternoon**. For online application, submit your application requirements in PDF to dahrscaraga@gmail.com with the subject, **"Job Application: Position (Item Number)_Family Name"**:

1. Letter of intent addressed to:

ENGR. RICARDO M. OÑATE, JR.
Regional Executive Director

2. Updated and properly accomplished Personal Data Sheet (PDS) and Work Experience Sheet (these forms can be downloaded at www.csc.gov.ph);
3. Certified Photocopy of Performance rating in the last rating period (if applicable);
4. Photocopy of Diploma and Transcript of Records;
5. Certificate of Eligibility/ license (valid)/ rating;
6. Training Certificates (relevant trainings only) within the last 5 years; and
7. Employment certificates (if applicable)

Important reminders:

- All qualified applicants will have equal consideration for employment without regard to age, disability, ethnicity, gender, gender identity or expression, sexual orientation, civil status, political affiliation or religion and other personal attributes of the individual.
- Item number of the position must be indicated in the letter of intent;
- Application with incomplete documentary requirements shall not be processed. Documents needing signatures and thumbmark must be signed otherwise they will be treated incomplete.
- Applicants who wish to apply to more than one (1) position should send a separate application for each position.
- Only qualified applicants will be shortlisted and contacted.

"GROW YOUR FUTURE WITH US"



ADMINISTRATIVE OFFICER V (Budget Officer III)

Salary Grade: 18

Monthly Rate: Php46,725

Item Number: OSEC-DAB-ADOF5-78-2004

Division/Station: Administrative and Finance Division

Place of Assignment: Regional Office, Capitol Site, Butuan City

Minimum Qualification Standards:

Education : Bachelor's Degree relevant to the job

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : Career Service (Professional)/ Second Level Eligibility

Required Competencies:

CORE

- Accountability (Advanced)
- Integrity (Advanced)
- Service Excellence (Advanced)

Leadership

- Developing People (Basic)

Organizational

- Network Building (Advanced)

Technical

- Budget Preparation and Execution (Advanced)
- Preparation of Financial Reports (Advanced)

Duties and Responsibilities:

1. Participates in the preparation of annual or special budget of the office;
2. Revise budget estimates submitted by subordinate agencies of the department;
3. Prepares necessary budget data and related reports for management and officials of the department;
4. Prepares and consolidates supporting justifications and explanations for budget proposal of the agency;
5. Indicates area of work responsibility and makes assignments to subordinates and review their outputs;
6. Assists in conducting hearing for appropriation request of the department;
7. May perform additional duties as directed by the Chief Administrative Officer.