



NOTICE OF VACANCY



Office/Campus	Finance Management Services Office
Unit	Budget Unit

POSITION PROFILE	
Position: Administrative Officer II (Budget Officer I)	Salary Grade: 11 Monthly Salary: Php 30,024.00
Item No.: DHVCATB-ADOF2-46-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Prepare and monitor the Registry of Allotment, Obligation and Balances for Fund 01-RAF.2. Prepare and monitor the Detailed Analysis of Obligations for Fund 01-RAF.3. Prepare the Statement of Allotment, Obligation and Balances for Fund 01-RAF.4. Prepare the Monthly Budget Utilization Rate for Fund 01-RAF.5. Prepare and submit the Financial Accountability Reports (FAR) 1, 1A, and 1B to DBM before the deadline.6. Prepare and submit one (1) budget proposal (Fund 01 RAF) to DBM/RDC before the deadline.7. Submit one (1) budget proposal to House of Representatives/House of Senate before the deadline.8. Prepare and submit Budget Execution Documents (BEDs) 1 and 3 to DBM before the deadline.9. Prepare the adjustment in Allotment using the APSA and MAF.10. Prepare the Statement of Comparison of Budget and Actual Amounts for Fund 01-RAF.11. Perform other related functions as may be assigned by the immediate supervisor.	
REQUIREMENTS	
<p>Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at recruitment@dhvsu.edu.ph:</p> <ol style="list-style-type: none">1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;2. Performance rating in the last rating period;3. Photocopy of certificate of eligibility/rating/license;4. Photocopy of certificate of trainings/seminars;5. Photocopy of outstanding accomplishments;6. Photocopy of Transcript of Records;7. Photocopy of Diploma;8. Work Experience Sheet (for positions requiring relevant experience); and9. Letter of Intent addressed to the University President. <p>Deadline of submission: JUNE 14, 2025 (5:00 PM)</p>	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

