

NOTICE OF VACANCY (Plantilla Position)

Administrative and Finance Service – Budget and Management Division

Number of Vacancy	Item Number/ Section Assignment	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
2	<b>OSEC-DOHB-ADOF4-510013-2015</b> (Planning and Monitoring)  <b>OSEC-DOHB-ADOF4-3-2021</b> (Disbursement)	Administrative Officer IV	15	Php 35,097	<b>Education:</b> Bachelor’s Degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service Professional/Second Level Eligibility

End User’s Preference:

- Education:** Bachelor's Degree relevant to the job preferably Commerce, Business Administration or Accountancy)
- Experience:** 1 year of relevant experience in Budgeting, Planning or Accounting, knowledgeable in computer operation (MS Excel and MS Word)
- Training:** 4 hours of relevant training in Government Budgeting, Planning or Accounting
- Eligibility:** Career Service Professional/Second Level Eligibility

Job Description:

Planning and Monitoring

1. Handles online updating of Budget Execution Documents (BEDs), Financial Accountability Reports (FARS) and other budgetary reportorial requirements
2. Assists in the preparation of annual and supplemental budget of the agency;
3. Provides technical assistance related to financial management;
4. Assist in the formulation of plans, policies and procedures for effective implementation and allocation of funds based on DBM and COA rules and regulations

Disbursement

1. Processes request for fund obligation of centers and offices as to availability of funds
2. Maintains/Updates Fund Registries
3. Prepares Fund Utilization Reports
4. Assists in the monitoring of reports such as status of appropriation, expenditures and balance of allotment of all offices;
5. Prepares budgetary reports and related statements; and
6. Performs other related functions as may be assigned.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:



- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) 1 copy (downloadable at [www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- 5. Diploma in any relevant Master’s/ Bachelor’s Degree and Transcript of Records;
- 6. Performance Rating for the last two (2) rating periods (for government employees);
- 7. Certificates of trainings attended; and
- 8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

**Note:**

- 1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
- 2. Applicants are limited to apply up to two (2) vacant positions only.

*\*Online submission of applications is now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 07 NOV 2022  
**Deadline of Submission:** 17 NOV 2022

Prepared by:	Approved by:
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