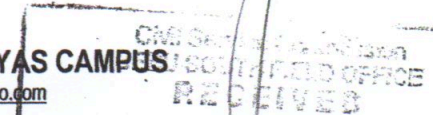




Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL - CENTRAL VISAYAS CAMPUS**  
Talaytay, Argao, Cebu; Tel. No. (032) 516 1543; E-mail: [cvisc1@yahoo.com](mailto:cvisc1@yahoo.com)



**OFFICE OF THE CAMPUS DIRECTOR**  
**NOTICE OF VACANT POSITION**

Position/Division	Salary Grade/Annual Salary	Item No.	Education	Qualification Standards		
				Work Experience	Training	Eligibility
<b>Administrative Officer IV (Budget Officer)</b> Finance and Administrative Division (FAD)	SG 15/Php 330,780.00  PERA: Php 2,000/month	PSHSB-ADOF4-9-2017	Bachelor's Degree in Commerce/Business Administration/Finance or any relevant degree	One (1) year of related experience	Eight (8) hours of relevant training	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	<ul style="list-style-type: none"><li>• Prepares and reviews, including its justification and explanations, annual, supplemental and special budget proposals of the PSHS Central Visayas Campus;</li><li>• Prepares and reviews budget data, Budget Execution Documents (BEDs); Budget and Financial Accountability Reports (BFARs); Statement of Allotment, Obligations and Balances (SAOB) and other reports required by government agencies;</li><li>• Assists the Management in the presentation of budget estimates and proposal for review and approval by authorities;</li><li>• Prepares request for Allotment/Releases, Cash Allocation and Reprogramming or realignment or modification of allotment/appropriations;</li><li>• Reviews and certifies availability of allotment for all obligation requests on claims for payment;</li><li>• Prepares and updates Registry of Allotment, Obligations and Disbursement (RAOD); and</li><li>• Performs other duties that may be assigned.</li></ul>					

This office highly encourages all interested and **QUALIFIED** applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI) to apply. Signify interest in writing and attach to the letter of intention the following documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance ratings in the last two (2) semesters preceding this publication (if government employee);
3. Proof of relevant experience and trainings;
4. Photocopy of Civil Service Certificate of Eligibility;
5. Photocopy of Transcript of Records and/or Diploma;
6. Copy of Service Records (if government employee)

Hand in or send requirements through a courier to *Ms. Norma B. Abegonia, Administrative Officer V (HRMO)*, PSHS Central Visayas Campus, Brgy. Talaytay, Argao, Cebu, **not later than December 4, 2017**. Only applicants with **COMPLETE REQUIREMENTS** and who **MEET THE MINIMUM QUALIFICATION STANDARDS** will undergo competency exam and interview.

Address application letter to:

**DR. RACHEL LUZ V. RICA**  
Campus Director  
Philippine Science High School – Central Visayas Campus  
Talaytay, Argao, Cebu

**DR. RACHEL LUZ V. RICA**  
Campus Director