



Republic of the Philippines
Office of the President
Philippine Space Agency



Administrative Officer II (Budget Officer I)

Salary Grade: 11

Item Number: PHILSAB-ADOF2-4-2020

Division: Finance Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: None Required

Training: None Required

Eligibility: Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

- 1) Report directly to the Administrative Officer V and assist in maintaining the budget record or Line-Item Budget of the various projects/units in order to provide timely and sound financial advice;
- 2) Review fiscal documents and accounts relating to disbursements of funds;
- 3) Assist in the preparation of the financial and work plan of all projects of the Agency;
- 4) Prepare Obligation Request and Status/Budget Utilization Request and Slip, Financial Accountability Reports, and other budgetary documents;
- 5) Assist in the coordination with the DBM and other oversight/government agencies;
- 6) Conduct relevant research on applicable budgetary rules, regulations and issuances, and ensure proper dissemination of outputs and any recommendations; and
- 7) Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational Background: Bachelor's degree relevant to the job, preferably graduate of Accountancy

Competencies:

- a. With working knowledge in the Philippine government budgeting and accounting process;
- b. Knowledgeable and familiar with government auditing standards; and
- c. Organized, demonstrate strong written and oral communication skills, and can work under pressure



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

bit.ly/ADOF2_4