



Interested applicants may send their applications to

recruitment_sg@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

1. Application letter
Indicate specific item number & addressed to:

DR. JUDE A. DUARTE
University President
Southern Leyte State University
Sogod, Southern Leyte
2. Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
3. Updated CV/ Resume
4. Transcript of Records / Diploma *
5. CSC Eligibility Document *
6. Employment Certificate/s *
7. Training Certificate/s *
8. Service Record **
9. Most recent performance rating **

** Must reflect AT LEAST the credentials that meet minimum qualification standards.*

**Preferably Certified Public Accountant*

*** For government employees*

APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS WILL NOT BE ACCEPTED.

Equal Employment Opportunity Principle

It is the policy of Southern Leyte State U to strictly adhere to the principles of merit. Competence, fitness and equality. It will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual, orientation, gender and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Posting Start Date:
November 7, 2024

Deadline of Submission of Applications:
November 14, 2024

NOTICE OF VACANCY

- Position Title : **Administrative Officer V (Budget Officer III)**
- Item Number : **SLSUB-ADOF5-11-2004**
- Assignment : **Sogod Campus (Budget Office)**
- Salary Grade : **18**
- Status : **Permanent**

QUALIFICATION STANDARDS:

- Education : **Bachelor's degree relevant to the job**
- Experience : **2 years of relevant experience**
- Training : **8 hours relevant training**
- Eligibility : **Career Service (Professional) Second Level Eligibility**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

30%	Signs obligation slips, purchase request and other documents requiring certification of fund allocation;
25%	Prepares the consolidated budget proposal for the entire University in coordination with all concerned offices and submits the same to the approving bodies such as University Councils, Board of Regents, House of Congress and Senate, DBM, CHED and others;
10%	Prepares quarterly reports as required by DBM, COA and the University President;
10%	Prepares budget execution documents;
10%	Reviews and signs documents necessary for Normative Financing as required by CHED and DBM;
10%	Prepares Program of Receipts and Expenditure for internally-generated income and presents the same to the University Administrative Council for endorsement to the Board of Regents for approval; and
5%	Performs other tasks as may be assigned by the FMO, VPAF and/or the University President.
100%	

Prepared by:

Noted by:

(SGD)GORDON B. OPINA, MPA
Director, University Human Resource Management and Development Office

(SGD)DEWOOWOGEN P. BACLAYON, PhD
VP, Administration & Finance
Chairperson, HRMPSB for Staff