



COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE III



NOTICE OF VACANT PERMANENT POSITION
Supervising Administrative Officer (Budget Officer IV) (SG-22)

NO. OF VACANCIES: ONE (1)

QUALIFICATION STANDARDS:

- Bachelor's degree relevant to the job
- At least three (3) years of relevant experience
- With sixteen (16) hours of relevant training
- CSC Professional; Second Level eligibility

TERMS OF REFERENCE

- Assist the Chief Administrative Officer in the provision of administrative and financial services necessary to implement the programs, projects and activities of the agency;
- Supervise the Financial Management services of the agency and ensure its integrity;
- Prepare and execute the approved budget of the agency;
- Attend to meetings and workshops on financial and budgetary matters of the agency;
- Review/evaluate the documents necessary to support the vouchers for the payment of financial obligations of the agency;
- Establish, maintain and update financial data, records and report of the agency;
- Assist in attending to issues and concerns on financial matters; and
- Performs other that may be assigned by the Regional Director and other higher authorities.

INTERESTED APPLICANTS SHOULD SUBMIT THE FOLLOWING DOCUMENTS:

1. Application letter
2. Duly accomplished and notarized Personal Data Sheet (CSC Form 212; Revised 2017)
3. Authenticated copy of License/eligibility
4. Certificate of Employment and Trainings attended
5. Photocopy of Transcript of Records

TO: **DR. LORA L. YUSI**
Director IV
Commission on Higher Education Regional Office III
City of San Fernando, Pampanga
Email Address: chedro3@ched.gov.ph

DEADLINE OF SUBMISSION OF APPLICATIONS: 03 April 2025

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting: _____ Date: MAR 24 2025

Open to all qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. In accordance to Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, s. 2018 "2017 Omnibus Rules on Appointments and Other Human Resource Action, Revised July 2018".