

<b>Place of Assignment :</b>	Provincial Budget Office
<b>Position Title :</b>	Administrative Officer IV (Budget Officer II)
<b>Plantilla Item No. :</b>	PBO-17
<b>Salary/Job/Pay Grade :</b>	15
<b>Monthly Salary :</b>	Php 36,619.00
<b>Eligibility :</b>	Career Service Professional / Second Level Eligibility
<b>Education :</b>	Bachelor's Degree relevant to the job
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	N/A

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 17, 2023.

**Documents:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ROLANDO B. BUÑI**

OIC - PHRMO

PGO PALAWAN

Provincial Human Resource Mgt Office

[recruitment.pgphrmo@gmail.com](mailto:recruitment.pgphrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** August 02, 2023

**Closing Date :** August 17, 2023