

Republic of the Philippines
BICOL UNIVERSITY
 Legazpi City

ANNOUNCEMENT OF VACANCY

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Supervising Administrative Officer BUB-SADOF-2-2007	BUGASS (Financial Management Office)	22	<p>Together with the concerned Vice Presidents, Deans/Directors and Planning/Budget Officers of the University, plans and organizes budgetary programs/project of the University for all funds.</p> <p>Supervises and monitors the execution of budgetary activities in all units of the University as approved by higher authorities.</p> <p>Advises the President, Vice Presidents, Deans/Directors and Heads of Offices concerning budgetary policies/activities affecting the University.</p> <p>Maintain close liaison with Regional Offices of DBM, CHED and NEDA.</p> <p>Does related work that may be given from time to time.</p>	Bachelor's degree relevant to job	3 years of relevant experience	16 hours of relevant training	Career Service Professional 2 nd Level Eligibility	

Brief description of the General Functions of the Position

Required Competencies:

Core Competencies

Exemplifying /Demonstrating Integrity – Advance
 Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Advance

Organizational Competencies

Planning and Delivering – Advance
 Demonstrating Personal Effectiveness – Advance
 Solving Problems and Decision Making - Advance

Functional Competencies

Fiscal Planning and Budget Allocation – Advance
 Preparation of Budget Plans and Annual Budget Submissions – Advance
 Participation in Budget Hearings and Approval Procedures - Advance
 Oversight of Budget Execution – Advance
 Implementation of Budget Execution – advance
 Ensuring Desirable Budget Outcomes - Advance

Leadership Competencies

Building Collaborative, Inclusive Working Relationships – Advance
 Thinking Strategically and Creatively – Advance


BABY BOY BENJAMIN D. NEBRES III
 SUC President IV

Interested and qualified applicants should signify their interest in writing to the addressed provided below attached the following supporting documents and send thru the e-mail address: bu-recruitment@bicol-u.edu.ph

DR. BABY BOY BENJAMIN D. NEBRES III
 SUC President IV
 Bicol University, Main Campus
 2/F General Administration and Support Services Bldg., Legazpi City

Documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture; (CS Form 212 revised 2017) which can be downloaded at the www.csc.gov.ph)	3. Photocopy of Diploma and Transcript of Records;
2. Photocopy of Certificate of Eligibility/License;	4. Photocopy of training certificates; and
	5. Photocopy of certificate of Employment from previous employment.

APPLICATION WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law."

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Deadline of Submission of Applications: JUL 14 2023

Copy Furnished for Publication:

BUGS _____	IPESR _____	BUPC _____	CBEM _____	CENG _____	BUGC _____
BUCAL _____	BUCE _____	BUCAF _____	CSSP _____	EMD _____	BUCM _____
BUCN _____	BUCS _____	BUTC _____	CIT _____	RDMD _____	BUIDeA _____
BUOU _____	BUJMRIGD _____				