



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are **HIRING!**

**ADMINISTRATIVE OFFICER V
(BUDGET OFFICER III)
BUDGET OFFICE**

FOR ONLINE APPLICATION PLEASE SCAN THE
QR CODE OR VISIT THE LINK BELOW FOR
FUTURE JOB OPPORTUNITIES

<https://bsu.edu.ph/job-opportunities/>

Application Period:

Apply Now!

Until February 23, 2026

Until 5 PM Only!





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE OFFICER V

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 53,818/MONTH**

PLANTILLA ITEM NO.: BSUB-ADOF5-4-2009

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Bachelor's Degree relevant to the job



EXPERIENCE:

2 years of relevant experience



TRAINING:

8 hours of relevant training



ELIGIBILITY:

Career Service
Professional/ Second
Level Eligibility



DUTIES AND RESPONSIBILITIES

60%

- Prepares, consolidates, and reviews the following annual budgets under Internally Generated Fund (Cluster 5) and Business-Related Fund (Cluster 6):
 - Program of Receipts and Expenditures
 - Executive Summary
 - Budget Proposal based on CMO 20, s. 2011
 - SUC Wide Common Expenditures
 - Proposed Receipts by Source of Fund by Campus
 - Proposed Expenditures by Source of Fund
 - Proposed Receipts and Expenditures charged to FREE HIGHER EDUCATION
 - University Internal Operating Budget
- Prepares, consolidates, and reviews the following reports in preparation for the Budget Proposal under the General Fund
 - BP Form B: Agency Performance Measures
 - Form C: Status of Funds
 - Financial and Narrative Report on the sources and utilization of income



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DUTIES AND RESPONSIBILITIES

- Reviews budget proposals under Funder Clusters 5 and 6 submitted by colleges and offices to ensure accuracy, completeness, and compliance with established guidelines.
- Assists in the conduct of budget committee meetings.
- Evaluates funding requests or documents for funds appropriation and realignments.
- Pre-audits financial transactions under the Internally Generated Fund and the Business-Related Fund.
- Monitors budget utilization, obligations, and balances under the Internally Generated Fund and Business-Related Fund.
- Ensures that expenditures are within approved and available allotments.
- Prepares monthly Statement of Allotment, Obligations, and Balances for Internally Generated Fund and Business-Related Funds.



DUTIES AND RESPONSIBILITIES

- Prepares the following Budget And Accountability Reports
 - BAR 1: Physical Report of Operation
 - FAR 2: Statement of Approved Budget, Utilization, Disbursement, and Balances
 - FAR2A: Summary of Approved Budget, Utilization, Disbursement, and Balances by Object of Expenditures
- Maintains and updates budget records and monitoring tools (Registry of Revenue and Other Receipts and Registry of Budget Utilization and Disbursements).
- Provides regular budget status updates to management and concerned offices.
- Ensures adherence to DBM, COA, and other relevant budgeting and fiscal policies.



DUTIES AND RESPONSIBILITIES

30%

- Assist in the preparation of audit responses, explanations, and budget-related documents required by COA and other oversight agencies.
- Acts as Officer-in-charge, signs obligation/budget utilization requests in the absence of the Supervising Administrative Officer
- Acts as Secretariat during Budget committee meetings
- Submits budget reports to the Senate Finance Committee and the House of Representatives - Committee on Appropriations
- Prepares documents relative to ISO 9001:2015
- Prepares CHED Normative Funding Reports
- Prepares Budget Executive Document: Physical Plan

10%

- Performs other related functions as may be assigned by the Head of the Budget Office.



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EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

- ALL QUALIFIED APPLICANTS WILL RECEIVE EQUAL CONSIDERATION FOR EMPLOYMENT AND ADMISSIONS WITHOUT REGARD TO COLOR, RELIGION, SEX, GENDER IDENTITY OR EXPRESSIONS, ETHNICITY, AGE, PHYSICAL CONDITIONS, AND ANY OTHER CHARACTERISTICS PROTECTED BY THE LAW**

DATA PRIVACY NOTICE

- YOUR PERSONAL DATA SHALL BE PROCESSED IN ORDER TO INITIATE THE APPLICATION PROCESS. WHEN YOU ARE NOT HIRED, YOUR PERSONAL DATA SHALL BE REMOVED FROM THE RECORDS OF THE UNIVERSITY AND ALL DOCUMENTS RETURNED TO YOU AS PROVIDED FOR BY THE UNIVERSITY'S MERIT SELECTION PLAN. THESE MAY BE RETAINED FOR FUTURE SELECTION PROCESSES ONLY UPON YOUR WRITTEN CONSENT**



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CHECKLIST OF APPLICATION REQUIREMENTS

1. APPLICATION LETTER ADDRESSED TO THE UNIVERSITY PRESIDENT, KENNETH ALIP LARUAN(SPECIFYING THE POSITION APPLIED FOR AND ITS ITEM NUMBER IF APPLICABLE, AND DATE OF PUBLICATION)
2. FULLY ACCOMPLISHED PERSONAL DATA SHEET (PDS), INCLUDING THE WORK EXPERIENCE SHEET (CS FORM NO. 212 ATTACHMENT FORM) WITH RECENT PASSPORT-SIZED PICTURE WITH NAME AND SIGNATURE (CS FORM NO. 212, SERIES OF 2017) WHICH CAN BE DOWNLOADED AT WWW.CSC.GOV.PH
3. PHOTOCOPY OF OTR OR CERTIFICATION OF GRADES WITH THE TOTAL UNITS REQUIRED FOR THE DEGREE (BASIS IN THE DETERMINATION OF UNITS EARNED)
4. PHOTOCOPY OF EMPLOYMENT CERTIFICATE /SERVICE RECORD
5. PHOTOCOPY OF REQUIRED ELIGIBILITY OR PROFESSIONAL LICENSE
6. PHOTOCOPY OF TRAINING CERTIFICATES AFTER GRADUATION, WITHIN THE LAST FIVE (5) YEARS
7. CERTIFIED PHOTOCOPY OF PERFORMANCE EVALUATION RATING IN THE LAST RATING PERIOD (IF APPLICABLE)
8. PHOTOCOPY OF COMMENDATION OR AWARD CERTIFICATES

ADVISORY TO ALL APPLICANTS

KINDLY ARRANGE YOUR APPLICATION DOCUMENTS AS TO THE CHECKLIST LISTED

PLEASE PREPARE 1 SET OF PHOTOCOPIED APPLICATION DOCUMENTS

Please be advised that submitted/accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.

The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.

For information of all concerned.