

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
Financial Management Service						
Budget Division						
			CSC MC No. 5, s. 2016 CSC MC No. 10, s. 2005 CSC MC No. 12, s. 2003 CSC MC No. 1, s. 1997			
Chief Administrative Officer (Budget Officer V) 1. OSGB-CADOF-19-2006	24	Master's degree or Certificate in Leadership and Management from the Civil Service Commission (CSC) or BS in Accountancy	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	RA 1080 (CPA) or CS Professional/ 2 nd Level Eligibility	Under the direct supervision of the Service, performs various tasks, as follows: <ul style="list-style-type: none"> • Provides overall leadership in the formulation of the agency's budget proposal, programming and prioritization of programs, activities and projects (PAPs) and the consistency of agency PAPs with the priority programs of the government; • Ensures that the execution of the budget is in accordance with existing budgeting rules and regulations; • Assumes responsibility, authority and acts accordingly on issues and problems requiring interpretation and analysis of policies, procedures, regulations and circumstances and recommends alternatives to rectify administrative and operational problems, if any; • Oversees the implementation of the E-Budget System, Online Submission of the Budget Proposal, Unified Reporting System and all other web-based systems; • Disseminate public financial management reforms to the management and other operating centers; • Other functions that may be assigned by the superiors.

