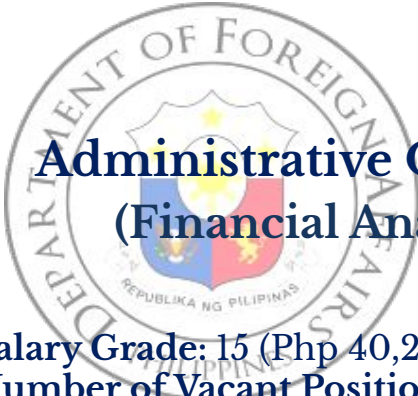


**DFA Consular Office – NCR South**



**Administrative Officer IV\*  
(Financial Analyst II)**

**Salary Grade:** 15 (Php 40,208.00)  
**Number of Vacant Position:** One (1)  
**Item Number:** OSEC-DFAB-ADOF4-150-2018  
**Office Location:** 4th Floor Metro Alabang  
Town Center, Alabang Zapote Road,  
Muntinlupa City

**CSC Prescribed Qualification Standards:**

**Education:** Bachelor's degree relevant to the job  
**Training:** Four (4) hours of relevant training  
**Experience:** One (1) year of relevant work experience  
**Eligibility:** Career Service  
Professional/Second Level Eligibility

**Preferred Qualification Standards:**

**Education:** BS Accountancy, BS Accounting Technology or other related courses  
**Training:** Completion of four (4) hours of relevant training  
**Experience:** One (1) year of relevant work experience  
**Eligibility:** Civil Service  
(Professional)/Second Level Eligibility or PRC License (Accountant)

**Additional Qualifications:**

- ❖ Strong knowledge of MS Excel, MS Word
- ❖ Responsible and diligent in the required work
- ❖ Excellent interpersonal skills to be able to deal pleasantly, accurately and swiftly with the public and consular office staff in person, email, and on the phone
- ❖ Demonstrates sound work ethics

Interested applicants are requested to submit in PDF format the following documentary requirements to [hrmo.recruitment@dfa.gov.ph](mailto:hrmo.recruitment@dfa.gov.ph) and write in the subject line **Application for Financial Analyst II in CO NCR South:**

- Duly accomplished DFA application form with colored photo ([https://dfa.gov.ph/images/2022/Forms/DFA\\_Application\\_Form\\_Revision\\_02.pdf](https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf))
- Duly accomplished Work Experience Sheet (<https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>)
- Updated resumé
- Copy of professional or second level civil service eligibility
- Copy of transcript of records and diploma
- Copy/ies of relevant in-service training certificates
- Valid NBI clearance (or proof of renewal or new application)

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.



**Administrative Officer IV\*  
(Financial Analyst II)**

**General Functions of the Position:**

- ❖ Responsible for preparing financial statements and payroll of personnel, maintaining cash controls, and managing office financial operations
- ❖ Perform finance work within rules and regulations set by the DFA, DBM and COA
- ❖ Maintain the different books of accounts for all funds
- ❖ Analyze all accountability reports submitted
- ❖ Reconcile the balances of accounts for all funds at the DFA CO level
- ❖ Monitor allocation of funds as well as compliance to the notices of suspensions or disallowances issued to the DFA CO;
- ❖ Review Disbursement Vouchers and accountability reports for submission to the Commission on Audit (COA)
- ❖ Conduct physical inventory and purchasing of office equipment and supplies together with the Property Officer

Incomplete submission of documents will not be accepted/processed.

The most qualified applicants will be invited for a test and interview at the email address indicated in their application form.

Deadline of submission of application is on **12 May 2025 at 5:00 P.M.**

**\* This position is not eligible for foreign assignment.**