

ANNOUNCEMENT OF HIRING

The Bureau of Agricultural Research is in need of the following:

Position	:	Financial Analyst III (Anticipated vacancy)
Station	:	Biotechnology Program Office (BIOTECH)
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	SG 18 - Php - 40,637.00
Qualification Standards		
Education	:	Bachelor's Degree relevant to the job
Work Experience	:	Two (2) years of relevant experience
Training	:	Eight (8) hours of relevant training
Eligibility	:	Civil Service (Professional) Second Level Eligibility

Terms of Reference

- Prepare the Program's Annual Budgetary Requirements, Monthly Quarterly Physical and Financial Reports, and other reports needed by DA and other oversight agencies;
- Lead in the preparation for the necessary document for the Annual Budget Deliberation;
- Prepare financial plan on an annual basis and monitor progress and fund utilization;
- Prepare quarterly updates on fund utilization;
- Prepare and ensure up-to-date fund allocation forecasting for better financial planning;
- Coordinate and facilitate preparation of documents for the timely release and liquidation of DA Biotech Program funds to projects and activities;
- Provide update on the details of release of project funds and payment to service providers;
- Keep and maintain proper financial records of DA Biotech Program;
- Provide assistance in the conduct of monitoring and evaluation of on-going projects and activities funded by the Program to ascertain the actual status and progress of implementation;
- Organize planning activities and prepare documents that will ensure harmonized activities of the DA BPO;
- Assist in the evaluation of work and financial documents of proposals and on-going projects; and
- Provide inputs in the preparation of DA Biotech Program annual report publication and other special reports.

Interested and qualified applicants should fill out the application form:

https://bit.ly/2025BARApplicationForm_COS

Posting: May 19, 2025

Deadline of submission of applications is on May 23, 2025 (Friday)