

BCDA JOB VACANCIES AS OF JANUARY 27, 2022:

Contractual; to be hired under Manpower Services (DBSPC)

POSITION: FINANCIAL ANALYST

RATE : P41,690/month

QUALIFICATIONS:

- Certified Public Accountant (CPA)
- With at least 3 years of relevant experience

DUTIES AND RESPONSIBILITIES:

- Prepare and update the database system of the disposition proceeds related to sale transactions and non-sale transactions (e.g. lease, joint ventures, other receipts);
- Prepare the documents required for the validation and approval of direct expenses related to the disposition of the properties by the Department of National Defense (DND)/Armed Forces of the Philippines (AFP);
- Assist in the settlement of issues and concerns of the Philippine Air Force (PAF), Philippine Navy (PN) and the Philippine Army (PA) related to the disposition of properties covered under R.A. 7917 and monitor compliance thereof;
- Prepare the documents and remit the share of the beneficiary agencies to the Bureau of Treasury (BTr) and issue appropriate notices/reports to the agencies concerned;
- Update and reconcile subsidiary ledgers of the individual locators in order to reflect the latest status of remittances and to tally with the monthly Military Camps Disposition Report;
- Update the presentation materials related to the disposition of military camps used Congress and Senate hearings, board meetings, press briefings, among others;
- Prepare liquidation reports for the direct expenses charged against the 20% Withheld Expenses and secure the approval of the DND/AFP-BCDA Finance Committee and DND/AFP-BCDA Joint Technical Working Group;
- Prepare the disposition reports required by Top Management, Congress, Senate, DND/AFP, the Department of Budget and Management (DBM), the Department of Finance (DOF), the Governance Commission for GOCCs (GCG), BTr, the Commission on Audit (COA), and other government agencies; and
- Perform other related duties as may be required by BCDA.

POSITION: CORPORATE PLANNING OFFICER

RATE : P28,952/month

QUALIFICATIONS:

- Bachelor's degree relevant to the job (
- With at least 2 year of relevant experience
- Preferred: with Civil Service Eligibility

DUTIES AND RESPONSIBILITIES:

- Lead the preparation for the conduct of Strategic Planning, Operational Planning, Departmental Planning sessions;
- Prepare the BCDA accomplishment reports as well as compliance reports to regulatory agencies;
- Ensure compliance with the requirements of Government Commission for GOCCs (GCG) in relation to the preparation and submission of the BCDA Performance Scorecard;
- Monitor accomplishment of targets and plans; and
- Perform other related functions as may be assigned from time to time.

Interested parties may send their CV/Resumes/Personal Data Sheets at hrmd_recruitment@bcda.gov.ph or apply online thru the BCDA website/careers page.