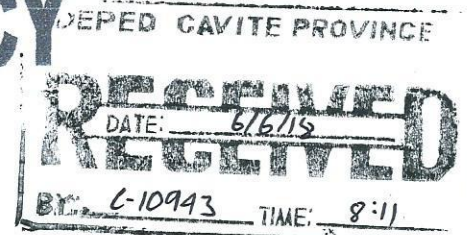


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NOTICE OF VACANCY

May 31, 2018



POSITION/Salary Grade : ACCOUNTANT II/SG 16

Monthly Salary : Php31,765.00 (NBC 572)

No. of Position/s and Place of Assignment : 1 Position/Finance Division (Accounting Section)

QUALIFICATIONS

Education : Bachelor's Degree in Commerce/Business Administration
Major in Accounting

Experience : One (1) year of relevant experience




Training : Four (4) hours of relevant training

Eligibility : RA 1080 (CPA)

Competency: Computer literate especially in MS word, excel, and power point

DUTIES AND RESPONSIBILITIES OF ACCOUNTANT II:

- ✓ Prepares journal entries, reports, letters, endorsements, and memoranda.
- ✓ Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports.
- ✓ Supervises the reconciliation of the books of accounts.
- ✓ Supervises, reviews and revises the work of subordinates.
- ✓ Supervises the preparation of financial reports.
- ✓ Analyzes financial statements made by assistants and helpers.
- ✓ Maintains discipline and efficiency of subordinates.
- ✓ Reviews periodic Financial Statements and other related reports.
- ✓ Reviews the accuracy, validity and appropriateness of income and expenditure transactions.
- ✓ Reviews and monitors the maintenance of journals, general ledgers, subsidiary ledgers and the related account schedules.
- ✓ Reviews the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.
- ✓ Reviews the existence of Accounts Payable/unpaid obligations.
- ✓ Reviews the consolidated reports of field offices and supporting schedules.

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- ✓ Reviews the correctness of Financial Statements and schedules.
- ✓ Coordinates with CO, RO, DO and other concerned oversight/regulatory agencies on fund releases and other reportorial requirements.
- ✓ Prepares replies to AOM, requests, indorsements and other communications from other agencies.
- ✓ Serves as facilitator, resource speaker and consultant on budgeting and other financial related training workshops.
- ✓ Provides technical assistance and supervises the special disbursing officer of school with incomplete set of books.
- ✓ Assists the agency head in depending DO budget proposals/estimates.
- ✓ Prepare monitoring tool and assist as facilitator, resource speaker and consultant for training and development on accounting/budgetary/auditing matters.

Interested and **QUALIFIED APPLICANT/S** shall submit to the Personnel Section, DepEd Regional Office IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal an **application letter together with the following duly authenticated documents:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. 3 Years Performance Ratings (if applicable)
3. Updated Service Record/Certificate of Employment with brief description of duties and responsibilities
4. Latest approved appointment (if applicable)
5. Transcript of Records (TOR), authenticated by the institution/university
6. Photocopy of Licenses/Proof of Eligibility, authenticated by appropriate institution, i.e. PRC, CSC
7. Certificate of training/s relevant to the position being applied (must not be credited during the last promotion)
8. Proof of Outstanding Accomplishment/s related to the position being applied

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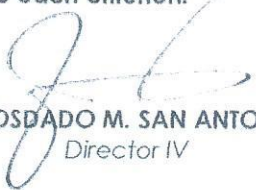
DIOSDADO M. SAN ANTONIO
Director IV
DepEd Region IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal

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The Personnel Section will be **accepting application of interested and QUALIFIED APPLICANTS** for evaluation of documents.

Deadline for submission of application is on or before June 14, 2018.

Please refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" for the criteria and number of points assigned to each criterion.

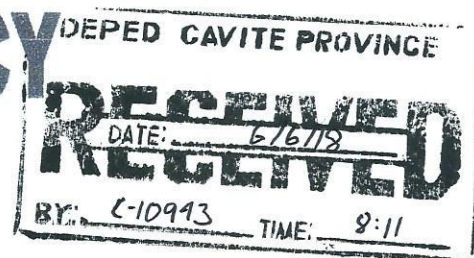

DIOSDADO M. SAN ANTONIO
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NOTE:
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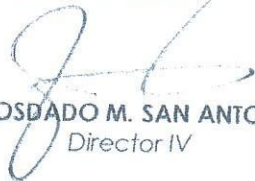
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