



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Finance Service
DIVISION/UNIT:	Accounting Division

POSITION PROFILE	
Position: Accountant II	Salary Grade: 16 Annual Salary: Php 381,180.00
Item No.: OSEC-DECSB-A2-3-2010 OSEC-DECSB-A2-15-2005 OSEC-DECSB-A2-14-2005 OSEC-DECSB-A2-17-2005 OSEC-DECSB-A2-18-2005 OSEC-DECSB-A2-9-2005 OSEC-DECSB-A2-12-2015	Benefits: Refer to the Summary of Compensation and other benefits
JOB DESCRIPTION	
The position is responsible for assisting in the supervision of the pre-audit of the Liquidation of Cash Advances, TEVs and various authorities to conduct activities; the preparation of budget estimates and the ADA (Authority to Debit Advice) – LDDAP (List of Due and Demandable Accounts Payable); and the verification of the status of individual cash advances, in accordance with Dep Ed and government rules and regulations.	
QUALIFICATIONS	
Education	Bachelor's degree in Accountancy/Commerce/Business Administration major in Accounting
Experience	1 year relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080 (CPA)

APPLICATION PROCEDURE

- Submit** the following documentary requirements in a clean, unmarked long brown envelope to the **Personnel Division** at the Department of Education Central Office (Ground floor, Teodora Alonzo Building) on or before **July 31, 2018**:
 - Letter of Intent (addressed to Mr. Francis Dela Cruz, Chief of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
 - Duly accomplished Personal Data Sheet (CSC Form 212)
You may download this form at <http://tinyurl.com/deped-ePDS>
 - Curriculum Vitae
 - Photocopy of one (1) government-issued ID
 - Photocopy of Certificate of Eligibility
 - Photocopy of the latest Transcript of Records
 - Photocopy of the 3 Performance ratings for the last 3 rating periods from July 2015 onwards (one (1) performance rating is equivalent to six (6) months)*
 - Certificates of relevant trainings and seminars attended
 - Certificates of outstanding accomplishments
 - E-copy of all submitted documents (enclosed in a CD)

** Note: For external applicants, numerical performance evaluation from the previous employer. If unavailable, kindly download the template for the Performance Ratings at <http://tinyurl.com/DepEd-PRtemplates> and have it filled out by your immediate supervisor (previous or current).*
- Applicants are expected to:
 - Bring all original documents for verification purposes;
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements before the deadline of applications.