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

VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	National Educators Academy of the Philippines
DIVISION/UNIT:	Quality Assurance Division

POSITION PROFILE	
Position: Accountant III	**Salary Grade:** 19 **Annual Salary:** Php 505,188.00
Item No.: OSEC-DECSB-A3-8-2015	**Benefits:** Refer to the Summary of Compensation and other benefits
JOB DESCRIPTION	
The position is responsible for providing information on the financial status of the bureau. The position ensures the availability of complete, accurate, reliable and timely financial reports and information for the proper utilization of funds according to accounting rules and regulations. The position acts as the officer-in-charge of accounting for the bureau.	
QUALIFICATIONS	
Education	Bachelor's degree in Accountancy/Commerce/Business Administration major in Accounting
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080 (CPA)

APPLICATION PROCEDURE

1. **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 **March 01, 2019**:
   - **a.** Letter of Intent (addressed to Mr. Albert Jerome C. Andres, SAO-OIC of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
   - **b.** Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*
   - **c.** Curriculum Vitae
   - **d.** Photocopy of one (1) government-issued ID
   - **e.** One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained
   - **f.** Photocopy of the latest Transcript of Records
   - **g.** Photocopy of the 3 Performance ratings for the last 3 rating periods from January 2017 onwards (one (1) performance rating is equivalent to six (6) months)*
   - **h.** Certificates of relevant trainings and seminars attended
   - **i.** Certificates of outstanding accomplishments
   - **j.** 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).*
2. 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.