Republic of the Philippines
Department of Education

VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Finance Service
DIVISION/UNIT:	Accounting Division - Pre-Audit Section A (PASA)
POSITION PROFILE	
Position: Accountant II	**Salary Grade:** 16 **Annual Salary: ₱ 439,536.00**
Item No.: **OSEC-DECSB-A2-16-2005**	**Other Incentives/Bonuses:** • Monthly Economic Relief Allowance • Mid-year bonus • Productivity Enhancement Incentive • Clothing Allowance • Cash Gift • Year-end bonus
JOB DESCRIPTION	
The position is responsible for assisting the Accountant III in the supervision of the pre-audit of all disbursement vouchers prior to processing for payment and in the control of the Notice of Cash Allocation (NCA) to ensure the availability of funds for payments. The position is also reponsible for the maintainance of the Subsidiary Ledger (SL) for specific expenses, such as salaries, OT, mandatory expenses, others in accordance with Dep Ed and government rules and regulations.	
QUALIFICATIONS	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080 (CPA)

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements* through https://bit.ly/depedcob81 ** on or before **September 30, 2021**:
   - **a.** Letter of Intent (addressed to Mr. Francis Allen B. Dela Cruz, Chief Administrative Officer of the Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, 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) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
   - **f.** Photocopy of the **latest** Transcript of Records
   - **g.** Photocopy of the **3 Performance ratings** for the **last 3 rating periods (2020 & 2021) (One (1) performance rating is equivalent to six (6) months)**
   - **h.** Certificates of **relevant trainings** and **seminars** attended.
   - **i.** Certificates of outstanding accomplishments **(Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker)**

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

** **Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.***

*** **If the link does not redirect you to the online application form, please type the address manually.***