



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 31 May 2018

FINANCIAL AND MANAGEMENT SERVICE

Requirements:

1. Application letter addressed to Dir. Miclat indicating the position applied for and the item number.

Director WARREN M. MICLAT

Financial and Management Service

4th Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable);
6. Certificate of seminars/trainings attended (if applicable); and,
7. Statement of duties and responsibilities which indicates the management and supervisory experience – for managerial and supervisory positions (if applicable).

Note: Only qualified applicants with complete requirements will be processed.

Position Title : ACCOUNTANT IV

Item No/s. : A4-1-1998

No. of Position/s : 1

Division : Accounting Division

Salary Grade : 22 (P 58,717)

Job Qualifications

Education : Bachelor's degree in Commerce/Business Administration major in Accounting

Experience : Three (3) years of relevant experience

Training : Sixteen (16) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions

Eligibility : RA 1080 (CPA)

Brief Description of the Position

Assists in directing and coordinating the proper recording and accounting of financial transactions of all bureaus and offices under the Department with a small volume of transactions.

****nothing follows****