

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Accountant I
FORMER : Heasylyn G. Tadeo
INCUMBENT
ITEM NUMBER : TESDAB-A1-9-2017
OFFICE : Rizal Occidental Mindoro TESDA Training and Accreditation Center,
Region IV-B
MONTHLY BASIC SALARY : (SG-12) (PhP 29,165.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (15%) Reviews and certifies the disbursement as to completeness and availability of cash and the purchases of goods or services to availability of funds;
- (15%) Prepares and submits the required financial reports and statements and other report requirements to the Regional Office (RO), Commission on Audit (COA), Department of Budget and Management (DBM), Bureau of Internal Revenue (BIR), and other partner agencies;
- (15%) Maintains and updates the accounting records of all funds;
- (15%) Implements and reviews the application of COA accounting and auditing DBM/BIR and other government rules and regulations in all financial transactions and ensures the compliance;
- (10%) Coordinates with the Regional Office implementing units, and other government agencies and offices on accounting concerns;
- (10%) Implements the Quality Assurance (QA) systems procedures for disbursement and financial reports to standardize the proper accounting correct, complete and timely recording of government financial transactions and production of accurate and relevant reports;
- (10%) Provide recommendation on proper utilization of funds; and
- (5%) Provide technical advices needed by management and other units for decision-making.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's Degree in Commerce/
Business Administration major in Accounting
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 (Accountant)

SPECIAL QUALIFICATIONS:

- N/A

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Implement quality standards and procedures
- Process disbursement documents
- Perform bookkeeping services
- Prepare financial statement and reports

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **July 16, 2023**:

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
- Performance Rating in the last rating period CY 2021 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2022 and July to December 2021 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;
- Authenticated Certificate of Eligibility (PRC License – Accountant);
- Authenticated copy of transcript of records/diploma;
- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- For government employees only: a copy of previous appointment and Service Record;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY); and
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peer, Subordinates (if applicable) and Clients (if applicable);

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.


VANESSA JANE D. ACEVEDA
Chief Administrative Officer
TESDA MIMAROPA

PUBLICATION DATE: July 6, 2023

"TESDA, as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however, that they meet the minimum requirements of the position to be filled."