

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (First Level Positions)

**POSITION** : Administrative Assistant III (Senior Bookkeeper)  
**FORMER** : Irene P. Sabuya  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-ADAS3-130-2017  
**OFFICE** : Puerto Princesa School of Arts and Trades (PPSAT)  
**MONTHLY BASIC SALARY** : (SG-9) (Php 21,211.00) **PERA:** 2,000.00 **RATA:** N/A

#### THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (10%) Assist in the preparation and administration of personnel services and records;
- (10%) Posts all accounting entries to the various books of accounts, indices, journals and ledgers;
- (10%) Assists in the preparation of periodic accountability reports;
- (10%) Checks and posts the liquidation of cash advances
- (10%) Drafts/Encodes communications and reports;
- (10%) Receives, sorts, files and releases communication and other documents;
- (10%) Assists in the preparation of documents for procurement and property;
- (10%) Performs administrative support functions.
- (10%) Maintain physical assets; and
- (5%) Manages records;
- (5%) Conducts inventories.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Completion of two-year studies in college  
**EXPERIENCE** : 1 year of relevant experience  
**TRAINING** : 4 hours of relevant training  
**ELIGIBILITY** : Career Service (Sub-professional)/First Level Eligibility

#### SPECIAL QUALIFICATIONS:

- Graduate of Bachelor of Science in Accountancy/Financial Management/Business Administration/ Bookkeeping NC II
- Preferably with knowledge and experience in Bookkeeping and Accounting
- Must be physically and mentally fit and of good moral character.
- Good in oral and written communications.
- Good interpersonal relationship and work attitude.
- Proficient in the use of Computer software (Word Processing. Worksheet. PowerPoint).

#### CORE COMPETENCIES:

- Work effectively in vocational education and training
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Promote programs and services
- Use relevant technologies
- Perform computer operations
- Compile records
- Perform clerical procedures
- Coordinate office programs and activities
- Process disbursement documents

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **August 9, 2024**:

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
- Performance Rating in the last rating period CY 2024 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2024 and July to December 2023 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;
- Authenticated Certificate of Eligibility by CSC or PRC License;
- 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 30, 2024**