

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Administrative Officer IV ✓
FORMER INCUMBENT : Mercy B. Balatinsayo
ITEM NUMBER : TESDAB-ADOF4-117-2017 ✓
OFFICE : Provincial Office Occidental Mindoro, Region IV-B
MONTHLY BASIC SALARY : (SG-15) (Php38,413.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Process/Pre-audits Disbursement Vouchers/Purchase Orders/Job Orders/Liquidation Reports, by checking its accuracy, completeness and validity to ensure compliance with accounting and auditing rules and regulations;
- Monitors liquidation of cash advances;
- Maintains different books of account for Regular Fund 101, and Sariling Sikap Program Fund;
- Manages records of all accounting documents by keeping soft and hard copies to ensure availability of documents at all times;
- Updates records system and generates reports from the system;
- Keep financial records by maintaining book of accounts, preparing journal entry vouchers and maintaining subsidiary and general ledger;
- Replies to queries by evaluating issues and concerns for clarification and for uniform interpretation of accounting rules and regulations;
- Gives information or advice on accounting and financial matters to inquiries based on accounting rules and regulations to ensure uniform interpretation and applications;
- Prepares and submit monthly, quarterly and annual financial and BFARS reports to FASD; and
- Performs other related task that may be assigned from time to time.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

CORE COMPETENCIES:

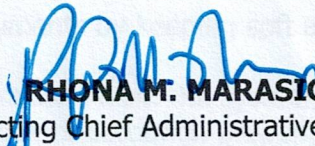
- Exemplify Integrity
- Deliver Service Excellence
- Solve Problems and Making Decisions
- Work Effectively in TVET Environment

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **December 29, 2024:** ✓

- Letter of Application addressed to **Regional Director ANGELINA M. CARREON**, specifying the position and office applying for;
- 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 Copy Career Service (Professional)/Second Level Eligibility;**
- 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.


RHONA M. MARASIGAN
 ✓ Acting Chief Administrative Officer
 TESDA MIMAROPA

PUBLICATION DATE: December 19, 2024

JOB QUALIFICATIONS OF THE JOB ROLE ARE:

- EDUCATION** : Bachelor's Degree relevant to the job
- EXPERIENCE** : 1 year professional experience
- TRAINING** : 4 hours of training
- ELIGIBILITY** : Clear professional registration and identity

CORE COMPETENCIES:

- Exemplify Integrity
- Deliver Service Excellence
- Make Products and Trading Decisions
- Work effectively in a Team Environment

All interested applicants must submit their application together with the required documents to the Regional Director, TESDA MIMAROPA Region Office, 10th Floor, 10th Street, Marikina City, Metro Manila.

- Letter of Application addressed to Regional Director, ANGELINA M. CALIBAN, specifying the position being applied for.
- duly authenticated photocopies of the following documents: (1) Valid ID (2) Passport (2017) and Work Certificate (2017)