

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Accountant I
FORMER : Janina Rose M. Borado
INCUMBENT
ITEM NUMBER : TESDAB-A1-91-2017
OFFICE : Leon Ganson Polytechnic College
MONTHLY BASIC SALARY : (SG-12) (PhP 30,705.00) **PERA:** P 2,000.00 **RATA:**

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (20%) Reviews and certifies the disbursement as to completeness and availability of cash and the purchases of goods or services to availability of funds
- (20%) Prepares and submits the required financial reports and statements and other report requirements to the Central Office (CO), Commission on Audit (COA), Department of Budget and Management (DBM), Bureau of Internal Revenue (BIR), and other partner agencies;
- (20%) 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%) 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 (CPA)

SPECIAL QUALIFICATIONS:

- Preferably with relevant experience in government accounting and COA's auditing rules and regulations;
- Competent in MS Office Applications, preferably in MS Word, Excel and Powerpoint;
- With good communication skills (oral and written);
- With good interpersonal relationship and has positive work attitude;
- Hardworking and can work under pressure

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 Human Resource Management Officer, Financial and Administrative Services Division not later than **September 13, 2024:**

- Signed letter of intent indicating the position applied for, Plantilla Item Number, and Office Assignment;
- Fully accomplished, subscribed and sworn Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with recent passport-sized picture with attached Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
- Signed Performance Ratings (for outside applicants) or IPCR ratings for year 2023 (for government employees only);
- Photocopy of authenticated certificate of eligibility such as A) Authenticated CSC eligibility; B) Authenticated PRC Board Rating and Updated License;
- Photocopy of Authenticated Transcript of Records/ Diploma for Bachelor's Degree and Post Graduate degree;
- Certificate of Employment from employers/Certified copy of Service Record (for government employees only);
- Certified photocopies of relevant training certificates; and
- Certified photocopies of Office Orders, Memoranda, Special Orders for designations (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.

JANINE MAE A. CALAGUING
Administrative Officer V/HRMO
Financial and Administrative Services Division

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“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.”