



TESDA III - JOB OPENING

POSITION: ADMINISTRATIVE ASSISTANT III (SENIOR BOOKEEPER) - REOPEN

FORMER INCUMBENT: FAVIE ANNE D. CALMA (PROMOTED)

ITEM NUMBER: ADAS3-109-2017

OFFICE: PO NUEVA ECIJA - TESDA REGION III

SALARY: SG-9 (PhP 21,211.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 10% Act as Special Disbursing and Collecting Officer (SCDO);
- 10% Prepare checks, advices and dues to creditors/payees;
- 10% Prepare reports of disbursements and collections and submits the same to COA;
- 10% Monitors daily balance of funds with depository bank;
- 10% Prepares the required Reports of Disbursement to liquidate cash advances with their area of coverage;
- 10% Prepares Treasury accountability reports;
- 10% Provides technical assistance to coverage units regarding treasury matters;
- 10% Assist the Financial Analyst in the preparation, maintenance and updating of Financial Reports/Statements;
- 10% Prepares communication related to the area of coverage; and
- 10% Perform other functions assigned by the immediate supervisor.

QUALIFICATIONS OF THE HIREE ARE:

Education: Completion of Two (2) Year Studies in College

Experience: One (1) year of relevant experience

Training: Four (4) hours of relevant training

Eligibility: Career Service (Sub Professional) / First Level Eligibility

SPECIAL QUALIFICATIONS:

- Preferably with background in accounting
- 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 Finance and Administrative Services Division (FASD), Regional Office III, Government Center, Maimpis, CSF (P), not later than May 21, 2023:

1. Letter of application specifying the position and office applying for (original);
2. Duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet (WES) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph (original); If sent via email, must be in PDF file not excel document
3. Certificate of eligibility/rating/license (authenticated);
4. Transcript of Records (authenticated);
5. Diploma (authenticated);
6. Certificate of Trainings (authenticated);
7. Awards related to performance (if applicable);
8. Proof of membership to office committees/TWGs (if applicable);
9. List of at least 5 references with complete contact details and email address: Superior, Peer, Subordinate, Client;
10. Expert Services (if applicable);
11. Certificate of Completion on TESDA online program "Practicing COVID-19 Preventive Measures in the Workplace";
12. Performance Evaluation / IPCR for January to June & July to December 2022 (if applicable);
13. Service Record (if applicable);
14. Copy of previous appointment (if applicable); and
15. Certificate of Employment (if applicable)

“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”.

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.

(original signed)

EVELYN M. LUNA

Chief Administrative Officer

Finance and Administrative Services Division

PUBLICATION DATE: May 11, 2023