

Place of Assignment :	ASU - Makato Campus
Position Title :	Accountant II
Plantilla Item No. :	ASUB-A2-18-2023
Salary/Job/Pay Grade :	16
Monthly Salary :	Php 39,672.00
Eligibility :	RA 1080, as amended, (CPA)
Education :	Bachelor's degree in Commerce/Business Administration major in Accounting
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	? Proficient in accounting processes (proper recording of financial transactions). ? Applying skills and knowledge on the preparation of journal vouchers, bills, statement of accounts, trial balance and other financial statements and records. ? Honesty and Integrity ? Upholds high standards of objectivity, due diligence and confidentiality. ? Proficient in oral and written communication. ? Attention to detail.

Instructions/Remarks :

This Office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation & gender identities (SOGI). Applicants should signify interest in writing. Attach the following documents to the application letter and **HAND IN OR SEND THROUGH A COURIER TO THE ADDRESS BELOW NOT LATER THAN October 16, 2023**. Applicants with complete requirements and who meet the minimum qualifications standards will undergo a competency-based assessment process.

Documents:

1. Letter of intent addressed to the SUC President, Dr. Emily M. Arangote;
2. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Photocopy of certificate of trainings attended; and
7. Photocopy of Service Record/Certificate of Employment (COE), if employed/previously employed.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Ms. Salvacion R. Villasis

Administrative Officer V (HRMO III)

ASU, Banga, Aklan

hrmo.banga@asu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : September 19, 2023

Closing Date : October 16, 2023