

Place of Assignment :	ASU - Makato Campus
Position Title :	Administrative Assistant III (Senior Bookkeeper)
Plantilla Item No. :	ASUB-ADAS3-9-2023
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 21,211.00
Eligibility :	Career Service (Subprofessional) First Level Eligibility
Education :	Completion of two years studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	? Preferably a graduate of Accountancy course; ? Knowledgeable of basic accounting procedures ? Demonstrates expertise, knowledge and proficiency in the different ICT applications. ? Honesty and Integrity ? With knowledge in financial recording and reporting. ? With knowledge in financial / bookkeeping matters.

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