

<b>Place of Assignment :</b>	ASU - Makato Campus
<b>Position Title :</b>	Administrative Assistant II (Disbursing Officer II)
<b>Plantilla Item No. :</b>	ASUB-ADAS2-14-2023
<b>Salary/Job/Pay Grade :</b>	8
<b>Monthly Salary :</b>	Php 19,744.00
<b>Eligibility :</b>	Career Service (Subprofessional) First Level Eligibility
<b>Education :</b>	Completion of two years studies in college
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	? Preferably Accountancy/ Bachelor of Science in Commerce major in Accounting/ Bachelor of Science in Accounting Technology/ Bachelor of Science in Financial Management. ? Honesty and Integrity ? With knowledge in the preparatin of reports (Collections, deposits, and disbursements) ? With knowledge in payroll and voucher preparations.

**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](http://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