

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – Visayas Cluster (Region VII)

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-A2-510108-2015	Accountant II	16	Php 39,672	Education: Bachelor’s degree in Commerce/Business Administration major in Accounting Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: RA 1080

End User’s Preference:

Education: Bachelor’s degree in Commerce/Business Administration major in Accounting
Experience: 1 year of relevant experience preferably as Accountant/Auditor
Training: 4 hours of relevant training
Eligibility: RA 1080 (CPA)

Job Description:

1. Prepare the following journals;
 - a. Daily entry of vouchers for all check disbursements from the Cashier’s offices monthly check disbursement
 - b. Monthly Check Disbursement;
2. Consolidates Bank Reconciliation Statements (Fund 101) and other Financial Statements
3. Provide technical assistance related to financial matters;
4. Assist in the development of procedures, policies and guidelines for effective implementation of COA and DBM rules;
5. Perform other related functions as may be assigned.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:


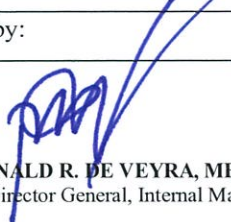
1. Application Letter with the specific position applied for (Please indicate Item Number);
2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) 1 copy (downloadable at www.fda.gov.ph/about/careers)
4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
5. Diploma in any relevant Master's/ Bachelor's Degree and Transcript of Records;
6. Performance Rating for the last two (2) rating periods (for government employees);
7. Certificates of trainings attended; and
8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

Note:

1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
2. Applicants are limited to apply up to two (2) vacant positions only.

**Online submission of applications is now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 13 JUN 2023
Deadline of Submission: 23 JUN 2023

Prepared by:	Approved by:
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