

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #2

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ACCOUNTANT IV	22-1	DILIMAN ACCOUNTING OFFICE	A4-5-1998	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA 1080 (CPA)	17 January 2019

DUTIES & RESPONSIBILITIES:

* Recording, monitoring, maintenance and reconciliation of a) Accounts Payable from CY 2004, b) Other Payables-all funds including LRF, c) Legal Research Fund, d) Due to/Due From Accounts; * Recording and monitoring of Agency Action Plan and Status of Implementation (AAPSI), COA disallowances, suspension etc; * Monitoring compliance of submission of report to UP System and COA; * Signing of Disbursement Vouchers, Purchase Requests and Requisition Issue Slips amounting to P20,000.00 and Disbursement Vouchers, regardless of amount, that are of "urgent need" due to pressing or critical situation whenever the Director is on official meeting.

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to hrdorecruitment.upd@up.edu.ph
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
 2. Fully accomplished PDS (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 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 relevant training certificates; and
 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

7 January 2019

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.