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University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #548

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ACCOUNTANT III	19-1	DILIMAN ACCOUNTING OFFICE	A3-33-1998	BACHELOR'S DEGREE IN COMMERCE/ BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 (CPA)	16 November 2018

**DUTIES & RESPONSIBILITIES:**

\* Review, reconcile and effect necessary adjustment for all disbursements under Revolving Fund and prepares Bank Reconciliation Statement -Fund 164; \* Monitor, reconcile and prepare necessary journal entry vouchers for all funding check memorandum and transfer order received from UP System; \* Record, monitor and maintains subsidiary ledgers of Accounts Payable for all funds (includes preparations of Financial Accountability Reports for Accounts Payables); \* Record, monitor, reconcile and maintains subsidiary ledgers for Cash in Bank-Local Currency/Foreign Currency, Time Deposit-All funds (includes recording of interest income earned and preparation of its financial report for submission to management, COA, etc.); \* Prepare Journal Entry Vouchers to take up financial transactions that are processed through the FMIS/HRIS

***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](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [updhrdorecruitment@gmail.com](mailto:updhrdorecruitment@gmail.com).
- 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](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](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*

6 November 2018

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