

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #81

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				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)	11 February 2019
DUTIES & RESPONSIBILITIES:								
<p><i>* 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</i></p>								

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

30 January 2019

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