



COMMISSION ON HIGHER EDUCATION

CARAGA ADMINISTRATIVE REGION

NOTICE OF VACANT POSITION

**ACCOUNTANT I
(POST GRAD K-12 /SIKAP)
Cost of Service**

Monthly Basic Salary: Php26,052.00 PLUS 20% premium

Terms of Reference

Place of Assignment: Accounting Section
CHED Caraga, Ampayon, Butuan City

No. of Vacancies: One (1)

Minimum Qualification Standards:

Education : Bachelor's Degree in Accountancy or
Bachelor's Degree relevant to the Job;
Experience : One (1) year of relevant experience;
Training : Four (4) Hours of relevant training; and
Eligibility : RA 1080 Certified Public Accountant

Attributes:

1. Excellent written and oral communication skills;
2. Proficient in Microsoft Office Applications;
3. Ability to work with tight deadlines;
4. Focus and with attention to detail;
5. With high ethics and integrity; and
6. Result-oriented person and can work with less supervision.

Job Functions:

1. Facilitates the processing of Post Grad K-12/SGS claims/payments;
2. Prepares vouchers, journal entries, disbursements, and financial reports;
3. Prepares fund/cash request;
4. Reconciles the book and bank accounts/transactions; and
5. Performs any other tasks assigned by Chief Accountant, Chief Administrative Officer or Regional Director

Interested Applicant should submit the following documents through email at hrcaraga@ched.gov.ph

1. Application Letter
2. Personal Data Sheet (CS Form 212, revised; downloadable)
3. Transcript of Records and Diploma;
4. Certificate of Employment;
5. Certificate of Eligibility;
6. Certificate of Trainings Attended; and
7. Performance Rating for the last 2 rating periods or its equivalent

Address Application Letter to:

GEORGE M. COLORADO, PhD, CESO III
Director IV
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: January 2, 2023

Note:

All vacant positions shall be open to all qualified applicants regardless of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

Approved for Posting:


GEORGE M. COLORADO, PhD, CESO III
Director IV