



## **NOTICE OF VACANT POSITION**

### **PROJECT TECHNICAL STAFF II (ACCOUNTANT) (UNIFAST)**

**Cost of Service**

**Monthly Basic Salary: Php 36, 619.00 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/Commerce/Business Administration Major in Accounting;  
Experience : None  
Training : None  
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. Lead in the financial/accounting inter-agency coordinative activities relative to the regional operations of the UniFAST in coordination with CHEDRO
2. Participate in the UniFAST regional activities requiring financial information and assistance (HEI/student, orientations, consultations, and other related concerns)
3. Prepare monthly reports on UniFAST financial accomplishments, submitted to the UniFAST Secretariat at the end of the month
4. Supervise the processing and pre-auditing of UniFAST disbursement vouchers
5. Review TES disbursement reports
6. Assist in the reconciliation of bank statements
7. Assist in the inspection of delivered goods and services under UniFAST Procurement in the Regional Office
8. Assist in the preparation creditable withholding tax certificates to suppliers and clients
9. Assist in the review of UniFAST financial/accounting documents and statements for the signature of the CHEDRO-Chief Accountant
10. 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](mailto: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:**


ALMA SY-PATRON, JD, MSW, RSW  
OIC - Regional Director  
Commission on Higher Education  
HEDC Building, CSU Compound, Ampayon, Butuan City

**Deadline of Submission: July 15, 2024**

#### **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:**

  
ALMA SY-PATRON, JD, MSW, RSW  
OIC - Regional Director