



## NOTICE OF VACANT POSITION

### **CASHIER ASSISTANT**

Cost of Service

Monthly Basic Salary: Php 15,852.00 PLUS 20% premium

#### Terms of Reference

Place of Assignment : Finance Unit  
Administrative Division  
No. of Vacancy : One (1)

#### Minimum Qualification Standards:

Education : Bachelor's Degree in Business Administration preferably Accounting related or any Bachelor's Degree relevant to the Job  
Experience : None  
Training : None  
Eligibility : None

#### Attributes:

1. Good 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. Assist in the disbursement of funds for scholarships, grants, suppliers, reimbursements, and operational expenses, ensuring timely and accurate payments
2. Maintain detailed and organized records of all financial transactions, ensuring that receipts and supporting documents are properly filed and accessible for ready reference
3. Working closely with the finance team to ensure the accuracy of transactions, promptly address any discrepancies, and support account reconciliation for various financial activities
4. Assists in the preparation and submission of monthly, quarterly, and annual financial reports;
5. Assists in the preparation of LDDAP-ADA and Advice of Checks Issued and Cancelled (AACIC)
6. Respond to inquiries regarding payments, fees, and other financial matters;
7. Any other tasks that may be assigned by immediate Supervisor 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 (if applicable)
5. Certificate of Eligibility (if applicable)
6. Certificate of Training Attended (if applicable)
7. Performance Rating for the last 2 rating periods or its equivalent (if applicable)

#### Address Application Letter to:

NELIA A. ALIBIN, PhD  
Director IV  
Commission on Higher Education  
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: February 21, 2025

#### 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:

  
NELIA A. ALIBIN, PhD  
Director IV

