

<b>Place of Assignment :</b>	Finance Unit - Administrative Division
<b>Position Title :</b>	Accountant II
<b>Plantilla Item No. :</b>	CHEDB-A2-1020001-2010
<b>Salary/Job/Pay Grade :</b>	16
<b>Monthly Salary :</b>	Php 43,560.00
<b>Eligibility :</b>	RA 1080 (CPA)
<b>Education :</b>	Bachelor's degree in Commerce / Business Administration major in Accounting
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	<p>CORE COMPETENCIES Exemplifying Integrity Intermediate - Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules. Delivering Service Excellence Intermediate - The ability to provide proactive, responsive, accessible, courteous and effective public service to attain high level of customer satisfaction. Solving Problems and Making Decisions Intermediate - the ability to resolve deviations and exercise good judgement by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results ORGANIZATIONAL COMPETENCIES Planning and Delivering Intermediate - The ability to set priorities and identify scope and allocate resources to meet individual, team or organization targets and objectives in order to deliver work on time to prevent future problems Championing and Applying Innovation Intermediate - The ability to increase productivity and efficiency at work by applying new ideas and creative solutions to existing processes, methods and services Demonstrating Personal Effectiveness Intermediate - The ability to demonstrate and display self-direction or self-motivation as well as engaging in ongoing personal development Writing Effectively Intermediate - The ability to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively Speaking Effectively Intermediate - The ability to actively listen, understand and respond appropriately when interacting with individuals and group. TECHNICAL COMPETENCIES Attention to Detail Level 2 - Display thoroughness in accomplishing task; double checks the</p>

accuracy of information and work product to provide accurate and consistent work Knowledge of Government Accounting and Auditing Principles Level 2 - Applies knowledge of government accounting principles and GAA in the implementation of systems and procedures. Financial Monitoring and Evaluation - Level 2 - Displays knowledge of financial monitoring and presents recommendations based on findings. Financial Management Level 2 - Applies knowledge of budget management principles and GAA in the preparation and analysis of budget financial reports/policies. Displays expertise in resource allocation, distribution, utilization and control. Computer Literacy Level 2 - Displays skills in using computer programs (i.e. Excel, Word and PowerPoint).

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 28, 2025.

**Documents:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

NELIA A. ALIBIN, PhD

**Director IV, CHED-Caraga Regional Office**

HEDC Bldg., CSU Compound, Ampayon, Butuan City  
[chedcaraga@ched.gov.ph](mailto:chedcaraga@ched.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** July 17, 2025

**Closing Date :** July 28, 2025