



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY
REGIONAL OFFICE X



Certificate Number: AJA15-0052

NOTICE OF VACANCY

August 20, 2021

(Date)

Position Title	Administrative Officer V (Cashier)
Plantilla Item Number	OSEC-DOSTB-ADOF5-217-2004
Salary Grade	18
Salary Rate	P43,681/month
Station	DOST-X Regional Office, Carmen, Cagayan de Oro City

DOST-X
FOR POSTING

Approved by: *A. Macapagal*

Date: 8-20-2021

Minimum Qualification Requirements:

Education	Bachelor's degree relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant training
Eligibility	Career Service Professional Second Level Eligibility

Other Qualifications:

- Knowledgeable with relevant COA, DBM, CSC and BTr rules and regulations
- Proficient in written and oral communication
- Working knowledge of MS Office applications (Word, Excel)
- Basic interpersonal skills
- Good moral character and work ethics

Duties & Responsibilities:

1. Acts as the regular Disbursing Officer and Head of the Cashiering Unit.
2. Reviews and assesses the completeness of documents attached for each Disbursement Voucher and List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) upon receipt from Accounting Unit.
3. Prepares all checks for payment.
4. Prepares Advice of Checks Issued and Cancelled (ACIC).
5. Receives payment and issues Official Receipts to clients.
6. Deposits income/collection to Land of the Philippines (LBP).
7. Coordinates with Accounting Unit to ensure availability of cash, handling of fund transfers, and the administration of the payroll and cash advances.
8. Provides technical assistance regarding treasury matters.
9. Prepares necessary documents for the purchase of Accountable Forms and other supplies needed for the Unit.
10. Acts as custodian for accountable forms such as Official Receipts, Checks and others.
11. Facilitate payment to creditors and ensure timely payment of remittances.
12. Prepares and submits timely financial reports such as but not limited to the following:
 - a. Reports of Checks Issued
 - b. Report of Advice to Debit Account Issued
 - c. Report of Accountability for Accountable Forms
 - d. Report of Collections and Deposits

13. Performs other related functions and tasks that may be assigned by the immediate supervisor, Chief FASD, and/or by the Regional Director

This office recognizes the equal employment opportunity principle where there shall be no discrimination in the selection of employees on account of age, sexual orientation, gender identity, civil status, disability, religion ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principle of equality as enshrined in the Philippine constitution, applicable laws and in the Civil Service Commission's rules and regulations.

The following are the requirements:

1. Application letter addressed to:

DIR. ALFONSO P. ALAMBAN
Regional Director
Dept. of Science and Technology
Regional Office No. X
Carmen, Cagayan de Oro City

Attention: Designate Human Resource Mgt. Officer

2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture using CS Form 212, Revised 2017 which can be downloaded at www.csc.gov.ph
3. Performance rating in the last rating period, if previously or currently employed with the government or private sector
4. Photocopy/scanned copies of Certificates of Eligibility/Rating/License; and
5. Photocopy of Transcript of Records
6. Applicants who will meet the minimum requirement will be notified to take the pre-employment exam at a scheduled date.
7. Online submission of application is preferred by accessing <https://jobs.region10.dost.gov.ph> or by email at hr@region10.dost.gov.ph on or before **September 1, 2021**.


ALFONSO P. ALAMBAN, CESO III
Regional Director 