



NOTICE OF VACANCY

Position / Office	Salary Grade	Item No.	No. of Vacancy	Qualification Standards			
				Education	Work Experience	Training	Eligibility
Administrative Officer V (Cashier III)	18	LGAB-ADOF5-3-2005	1	Bachelor's Degree	2 years of relevant experience	8 hours relevant training	Career Service (Professional) Second Level Eligibility
Scope of Work <i>General Job Description</i>	<ul style="list-style-type: none">• Supervises and participates in the receipt, custody and disbursement of funds;• Secures and encashes cash advance;• Supervises and participates in the payment of salaries, wages and other monetary claims;• Verifies the posting of cash advances, disbursements, collections and deposits;• Receives collections from lower level cashiers and deposits collection daily;• Keeps payroll, vouchers and checks paid;• Prepares daily cash position reports;• Prepares monthly reports of collection and disbursements;• Does related work.						
Required Competencies							
Initiative and Resourcefulness	Ability to start action without being told. Suggest ways to improve service delivery						
Stress Tolerance & Flexibility	Ability to withstand pressures; keep one's cool in difficult situations and handle challenges positively						
Interpersonal Skills	Ability to maintain relationship with others effectively and respond to their needs						
Oral Communication	Ability to present ideas in a well organized and clear manner						
Written Communication	Ability to prepare written materials that follow generally accepted rules of style and form; is appropriate for the audience; accomplishes its purpose						
Networking/Negotiation Skills	Ability to develop/maintain useful contacts with a broad range of people and groups in diverse locations.						
Analytical Skills	Ability to interpret, link and analyze information in order to understand issues/concerns.						

Research Skills	Ability to select, develop and use methodologies such as statistical and data collection techniques for formal inquiry and decision-making purposes
Planning and Organizing	Ability to organize work and set priorities; ability to provide structure for tasks and set challenging and realistic goals to include delegating effectively and maximizing utilization of resources.
Leading	Ability to influence others to pursue a common objective and produce the desired results
Problem Solving and Decision Making	Ability to generate and analyze alternatives and solutions and choose the best alternative to address the problem situation/opportunity based on accurate assessment of facts and interpretation of information
Resource Mobilization and Utilization	Ability to generate and utilize resources efficiently
Organizational Sensitivity	Ability to align one's behavior and decisions with the needs and goals of the organization

Interested Applicants may visit or send application forms and required credentials to:

MARIVEL C. SACENDONCILLO, CESO III

Executive Director

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

DONNA JEANNE M. YARCIA

Administrative Officer V (HRMO III)

Email: lgahrmu@gmail.com/ donnajeanne_yarcia@yahoo.com

Application Requirements:

- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

Deadline of Application:

March 18, 2017

Prepared by:



VEA LIANNE M. RAMOS

HRM Unit Staff

Date: March 8, 2017

Approved for posting:



GENEDINE A. EVANGELISTA

Chief Administrative Officer

Date: March 8, 2017