



## WORKFORCE PUBLICATION FORM

Date of Posting: April 6, 2017

The Local Government Academy is in need of a **Accounting Clerk** to be assigned at the **Administrative, Financial and Management Division.**

<b>SCOPE OF WORK</b>
<ul style="list-style-type: none"><li>• Provide general administrative support to Accounting Section</li></ul>
<b>SPECIFIC FUNCTIONS AND DUTIES</b>
<ul style="list-style-type: none"><li>• Prepares Disbursement Voucher based on the Obligation Request Status (ORS) or Budget Utilization Request (BURS)</li><li>• Index Payments</li><li>• Perform related functions that maybe assigned from time to time.</li></ul>
<b>ENGAGEMENT OF SERVICES</b>
<p>The Accounting Clerk shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.</p> <p>The engagement of the Accounting Clerk is full-time with a monthly salary of Fifteen Thousand Pesos (P15,000.00) inclusive of tax to be paid bi-monthly.</p>
<b>EDUCATION</b>
<ul style="list-style-type: none"><li>• Bachelor's Degree in Finance/Accountancy/Banking or equivalent</li></ul>
<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Computer literate</li><li>• Familiar with Government Accounting and Auditing Rules and Regulations</li><li>• Good interpersonal skills</li></ul>
<b>TRAINING</b>
<ul style="list-style-type: none"><li>• Related Training</li></ul>
<b>EXPERIENCE</b>
<ul style="list-style-type: none"><li>• One (1) year of related work experience</li></ul>

**EXPERIENCE**

- One (1) year of related work experience

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

**Application Requirements:**

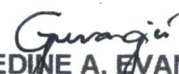
- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

**Deadline of Application:** April 17, 2017

Prepared by:

  
**VEA LIANNE M. RAMOS**  
HRM Unit Staff  
Date:

Approved for posting:

  
**GENEDINE A. EVANGELISTA**  
Chief, AFMD  
Date:

**WEB POSTING CONFIRMATION SLIP**

**Title of the document:** Posting of Inventory Clerk Position under AFMD

**Date & time posted:**

**Web Administrator:**

*Signature above printed name*