

NOTICE OF VACANCY
as of December 9, 2021

Position : **CASH CLERK**
Designation :
Salary : **SG 9 (Php 19, 952. 00)**
Number of Vacancy : **2**
Area of Assignment : **Regional Program Management Office – Cash Section**
Status of Employment : **Cost of Service (January- December 2022)**

Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree in Business Administration (Financial Management, Accounting Technology, or Finance Related Course)**
Training : **At least (eight) 8 hours of related training**
Experience : **At least one (1) year of related experience**
Eligibility : **None Required**

Job Functions:

1. Prepares report of checks issued
2. Record all issued Vouchers to Warrant, Cash book and Infimos
3. Prepare PACS (Salary & TEV of Kalahi Employees).
4. Release Checks & ADA to Creditors
5. Issue Official Receipt.
6. Prepare Advice Checks Issued and Cancelled (ACIC). For checks and ADA.
7. Prepare Advice to Debit Account (ADA) .
8. Receive approved vouchers from Approving Officers.
9. Forward Vouchers to KALAH I Office.
10. Bank Transactions.
11. Submit Monthly Report
12. Pay-out as scheduled (Social Pension, CCAM, Pantawid, and other related Pay-out)
13. Perform other functions that may be directed by the Regional Program Management for the implementation of the Program


Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before December 16, 2021**.

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. Personal Data Sheet with passport size ID picture (Civil Service Form No. 212, Revised 2017 with Work Experience sheet, which can be downloaded at www.csc.gov.ph);
3. Transcript of Records;
4. Certificate of relevant trainings and seminars attended;
5. Barangay Certification stating that you have no illness and/or you are physically fit to travel;
6. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment (if applicable)

Note: Be reminded to indicate **APPLICATION FOR CASH CLERK - KALAH I** as the e-mail subject. Request for extension of submission and application with incomplete documents will not be facilitated.

The agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability and others.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 342- 5619 local 114.


GENELYN P. MARTURILLAS
AO VI/HRPPMS Head
December 9, 2021