



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Cordillera Administrative Region



NOTICE OF PUBLICATION

DILG - CAR is in immediate need of **one (1) Administrative Assistant II (Accounting Clerk III)** on Contract of Service basis (until December 31, 2018) with the following qualifications:

- Education : Completion of at least 2 years studies in college
- Experience : 1 year of relevant experience
- Training : 4 hours of relevant
- Eligibility : Career Service Sub-Professional/1st Level Eligibility
- Must have literacy in computer applications
- Must be patient and can work with minimum supervision
- Critical and Analytical Thinking - ability to interpret, link, and process information in order to understand issues and identify alternative solutions
- Process Orientation - ability to effectively work within structures, following step by step process and procedures and taking note of even minor details
- Information/Data/Records Management - ability to organize, maintain, retrieve and ensure the proper use and disposition of records and office documents;
- Collaboration/Working with Others - ability to contribute to the delivery of the outputs in a group environment through positive communication, interaction, and cooperation with teammates and colleagues.

Responsibilities:

- Process claims pertaining to Locally Funded Projects (LFP) or LFP Activities
- Update Process Summary Logsheet/PSL for claims processed to LFP or LFP Activities
- Process receipts of Notice of Transfer Allocation (NTA)
- Prepare and maintain and update registries and ledgers pertaining to LFP transactions
- Prepare reportorial requirements for LFP Funds
- Record LFP transactions in the electronic New Government Accounting System (eNGAS)
- Reconcile accounts pertaining to LFP transactions
- Assis in the monitoring of LFP Fund Utilization of the Regional and Provincial offices
- Files documents and reports pertaining to LFP transactions
- Undertake any other related duties and functions as may be required by higher authorities

The position is open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion. 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 September 14, 2018.

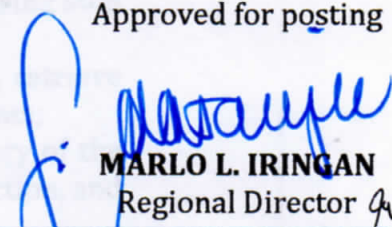
Documents:

- Fully accomplished and subscribed Personal Data Sheet (PDS) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph;
- Photocopy of the certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

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

MARLO L. IRINGAN
Regional Director
DILG-CAR
Barangay Center, Upper Session Road
Engineer's Hill, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for posting

MARLO L. IRINGAN
Regional Director

TN: OG - D 2018 . 09 . 06 . 175 1 (2)