

NOTICE OF JOB ORDER VACANCY

November 06, 2017

Job Order	Office	Qualification Standards			
		Education	Work Experience	Training	Eligibility (preferably)
Admin Aide IV (Clerk)	Regional Office	Completion of 2 years in college	None required	None required	CS Sub-professional
Brief Description of the General Function of the Job Order	Responsible for performing clerical works which include recording/bookkeeping, updating of records and processing of claims				
Scope of Work					
<ul style="list-style-type: none"> • Update disbursements in the Registries of Allotments, Obligations and Disbursements (RAODS) • Assist in the processing of Obligation Request and Status (ORS) • Update status of ORS • Accomplish Process Summary Logsheet of Budget Section in the Processing of Claims • Does other related tasks as may be required by higher authorities 					
Required Competencies					
<ul style="list-style-type: none"> • Basic computer literacy (MS Word, MS Excel) • Preferably with background in accounting and/or supply and inventory management • Good written and oral communication skills • Demonstrates effective organization and maintenance of data 					

Interested and qualified applicants may submit their intents in writing addressed to:

ENGR. MARLO L. IRINGAN

Regional Director

Department of the Interior and Local Government-CAR

Upper Session Road, cor. North Drive

Baguio City

Requirements:

1. Biodata/Resume
2. Photocopy of diploma and Transcript of Records
3. Photocopy of eligibility
4. Certificate of previous employment, if any, and
5. Photocopy of certificate of training/seminars attended, if any.

Deadline: November 13, 2017