



Republic of the Philippines
Department of Health

COMMISSION ON POPULATION
Empowering Filipino Families

NOTICE OF VACANCY

Location	Vacant Position	Monthly Salary Rate	Qualification Standards
Financial and Management Division (FMD)	Administrative Aide VI under Job Order Status Contract Period: July - December, 2018	P13,851.00 plus additional P1,060.00 per month to cover PhilHealth, SSS and PAG IBIG Contributions Subject to 2% expanded withholding tax and 3% percentage tax	<ul style="list-style-type: none">• Completion of 2 year studies in College• Computer Literate• Preferably with background on Accounting

JOB DESCRIPTION:

Under the over-all supervision of the Chief Administrative Officer - Financial and Management Division (FMD) and direct supervision of the Accountant III, the Job Order personnel shall perform the following duties and responsibilities:

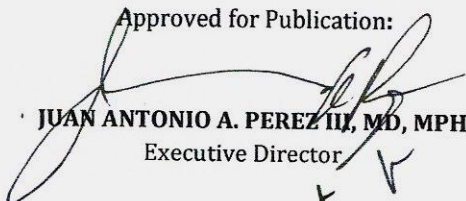
1. Coordinate with the Administrative Division - GSS and other Divisions concerned regarding completeness of vouchers/claims paid thru checks or thru List of Due and Demandable Accounts Payable (LDDAPs) forwarded to FMD - Accounting Section;
2. Sees to it that all Disbursement Vouchers (DVs), specifically Box D attached to the Reports of Checks Issued (RCIs) and on the LDDAPs are signed by the Counter signatory/ies;
3. Sorting/filing (by month) of paid vouchers (MDS-Regular/Trust/AP-TL/BAC) for transmittal to the COA Resident Auditor;
4. Gathers prior years' data/documents and reconciliation of Accounting records with Logistics records regarding Inventories and Fixed Assets;
5. Retrieve, gather and/or photocopy supporting documents in reconciliation of accounting records to address COA AOM on the dormant balances of the account Advances to Officers and Employees.
6. Performs other duties that maybe assigned from time to time, including but not limited to the following:
 - a. Answering phone calls
 - b. Receiving of incoming documents
 - c. Filing of contracts/letters/memoranda
 - d. Routing of documents to Commission on Population (COA)
 - e. Post-indexing of paid vouchers and liquidation reports
 - f. Photocopying of important financial documents
7. Prepares Accomplishment Report on a semi-monthly basis.

Interested and qualified applicants should submit the following requirements on or before **13 July 2018**:

1. Application Letter addressed to **Executive Director Juan Antonio A. Perez, III, MD, MPH**, Commission on Population, Welfareville Compound, Mandaluyong City. Please specify the position applied for.
2. Updated and fully accomplished Personal Data Sheet (PDS). Form is downloadable at www.csc.gov.ph.
3. Certified True Copy (CTC) of Transcript of Records

Note: Please complete all the documentary requirements. Only qualified and shortlisted applicants will be notified for interview and examinations.

Approved for Publication:


JUAN ANTONIO A. PEREZ III, MD, MPH
Executive Director

1

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