



## **NOTICE OF VACANT CONTRACTUAL POSITION K-12 Program Management Unit**

**ACCOUNTANT I (SG-12)**

**NO. OF VACANCIES: ONE (1)**

**QUALIFICATION STANDARDS:**

- Bachelor's degree in relevant field
- At least one (1) year working experience
- Must be Certified Public Accountant (CPA)
- Advanced proficiency in Microsoft Excel

**TERMS OF REFERENCE:**

- a. Audits the K to 12 Transition Program and Scholarships for Graduate Studies-Local and Scholarships for Instructors' Knowledge Advancement Program (SIKAP) grantees' scholarship contracts, disbursement voucher, authorization to credit if the details and amounts are consistent with the master list and other documents.
- b. Maintains the book of accounts, ensuring that there are no double payments or incorrect payments.
- c. Reconcile the book and bank accounts/transactions
- d. Prepares the journal entries, reports, endorsements, and certifications.
- e. Coordinates with the CHEDROs K to 12 Program and SIKAP Staff
- f. Performs technical and administrative support for the implementation of the SIKAP Grants;
- g. Performs any other tasks assigned by the PAFP, Chief Administrative Officer or Regional Director.

**INTERESTED APPLICANTS SHOULD SUBMIT THE FOLLOWING DOCUMENTS;**

1. Application Letter
2. Duly accomplished Personal Data Sheet (CSC Form 212; Revised 2017)
3. Certificate of Employment and Trainings attended
4. Photocopy of Transcript of Records

**TO: DR. LEONIDA B. SIGUA-CALAGUI, LLB, CESO III**  
Director IV  
Commission on Higher Education  
Regional Office III  
DM Gov't Center, Maimpis, City of San Fernando, Pampanga  
Email Address: [chedro3@ched.gov.ph](mailto:chedro3@ched.gov.ph)

**DEADLINE OF SUBMISSION OF APPLICATIONS: 28 January 2022**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Approved for Posting: \_\_\_\_\_

Date: 1/20/22