



Interested applicants may send their applications to [hr.r6@cda.gov.ph](mailto:hr.r6@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

- Application letter  
*Indicate specific item number & addressed to:*

**NORA P. PATRON, MBA, Ph.D.**  
 Director III

- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/Resume
- Transcript of Records / Diploma\*
- CSC Eligibility Document\*
- Employment Certificate/s\*
- Training Certificate/s\*
- Most recent performance rating\*\*

*\*Must reflect credentials that meet minimum qualification standards*  
*\*\*For government employees*

Applications with incomplete documentary requirements will not be accepted.

### Equal Employment Opportunity Principle

It is the policy of the CDA to strictly adhere to the principles of merit, competence, fitness and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

## NOTICE OF VACANCY

Position Title : **Administrative Assistant II (Bookkeeper)**  
 Item Number : **CDAB-ADAS2-52-2017**  
 Assignment : **Region VI Extension Office**  
 Salary Grade : **SG 8**  
 Status : **Permanent**

### Qualification Standards

Education : **Completion of two-year studies in college**  
 Experience : **1 year of relevant experience**  
 Training : **4 hours of relevant training**  
 Eligibility : **Career Service (Subprofessional) First Level Eligibility**

### Duties and Responsibilities of the Position

25%	1. Update the journal and posts all accounting entries to the ledgers and indices
10%	2. Prepares vouchers for remittances
10%	3. Process the claims as to completeness of documents attached
10%	4. Assists in the preparation of periodic accountability reports;
10%	5. Encode online DBM, BIR and other reports
10%	6. Checks and posts the liquidation of cash advances;
20%	7. Maintains the safekeeping of all books of accounts and other accounting documents for easy reference; and,
5%	8. Performs other related duties that assigned from time to time.

Posting Start Date : **January 31, 2022**

Deadline of Submission of Applications: : **February 10, 2022**



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### NOTICE OF VACANCY

Position Title : **Administrative Officer III (Cashier II)**  
 Item Number : **CDAB-ADOF3-10-2021**  
 Assignment : **Region VI Extension Office**  
 Salary Grade : **SG 14**  
 Status : **Permanent**

#### Qualification Standards

Education : **Bachelor's degree**  
 Experience : **1 year of relevant experience**  
 Training : **4 hours of relevant training**  
 Eligibility : **Career Service (Professional) Second Level Eligibility**

#### Duties and Responsibilities of the Position

30%	1. Under general supervision; supervises, accounts for and is responsible for the receipt, custody and disbursement of funds and accountable forms;
20%	2. Receives and deposits all cash and cheque collection;
10%	3. Pay/remits obligations to payee
15%	4. Sign, endorse and approve the cashing and acceptances of commercial checks, treasury and warrant and money orders;
10%	5. Disburse funds or cash advances for the payment of salaries and other expenses;
10%	6. Reviews and submits all correspondence and reports of collections and disbursement; and
5%	7. Performs other related duties that assigned from time to time.

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### NOTICE OF VACANCY

Position Title : **Administrative Assistant II**  
 Item Number : **CDAB-ADAS2-53-2017**  
 Assignment : **Region VI Extension Office**  
 Salary Grade : **SG 8**  
 Status : **Permanent**

#### Qualification Standards

Education : **Completion of two-year studies in college or High School Graduate with relevant vocational/trade school**  
 Experience : **1 year of relevant experience**  
 Training : **4 hours of relevant training**  
 Eligibility : **Relevant MC 11, s. 1996, Career Service (Subprofessional) First Level Eligibility**

#### **Duties and Responsibilities of the Position**

30%	1. Performs frontline services for the Office of the Regional Director, including, but not limited to the accommodation of visitors, management of scheduled appointments, and answering of phone calls;
20%	2. Drafts relevant routine correspondences, transactions and requests
20%	3. Performs various technical and administrative duties such as preparation of reports, and other presentation materials;
20%	4. Manage and distribute information within the office, file/maintain memorandum and other files;
10%	5. Performs other related duties that assigned from time to time.

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