



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

Region X Extension Office - Macapagal Drive-Crossing Canitoan, Zone 2,
Barangay Canitoan, Cagayan De Oro City



Interested applicants may send their applications to r10.hr@cda.gov.ph

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

AMINODEN A. ELIAS
Regional Director

- 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 AT LEAST the 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-ADAS2-64-2017**
 Assignment : **Region X Extension Office**
 Salary Grade : **SG 8 (₱ 19,744.00)**
 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 (Sub-Professional) 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 : **March 4, 2024**

Deadline of Submission of Applications: : **March 14, 2024**